

DOUBLE BRANCH
Community Development District

NOVEMBER 13, 2017

AGENDA

Double Branch Community Development District

475 West Town Place
Suite 114
St. Augustine, Florida 32092

November 6, 2017

Board of Supervisors
Double Branch Community Development District
Staff Call In # 1-800-264-8432 Code 182247

Dear Board Members:

The Double Branch Community Development District Board of Supervisors Meeting is scheduled for **Monday, November 13, 2017 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.**

Following is the advance agenda for the meeting:

- I. Roll Call
- II. Audience Comments
- III. Approval of Consent Agenda
 - A. Approval of the Minutes of the October 16, 2017 Meeting
 - B. Financial Statements
 - C. Assessment Receipt Schedule
 - D. Check Register
- IV. Consideration of Approval of Vesta Invoices
- V. Other Business
- VI. Staff Reports
 - A. Attorney
 - B. Engineer – Discussion of Park Concept
 - C. Manager

D. Operations Manager - Report

VII. Audience Comments / Supervisor's Requests

VIII. Next Scheduled Meeting – December 11, 2017 @ 4:00 p.m. at the Plantation Oaks Amenity Center

IX. Adjournment

I look forward to seeing you at the meeting. If you have any questions, please feel free to call.

Sincerely,

James A. Perry

James A. Perry
District Manager

THIRD ORDER OF BUSINESS

A.

MINUTES OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District was held Monday, October 16, 2017 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065.

Present and constituting a quorum were:

Cindy Nelsen	Chairperson
Barry Morton	Supervisor
Scott Thomas	Supervisor
Tom Horton	Supervisor
Chad Davis	Supervisor

Also present were:

James Perry	District Manager
Jason Walters	District Counsel
Jay Soriano	GMS Community Manager
Two Residents	

FIRST ORDER OF BUSINESS

Roll Call

Mr. Perry called the meeting to order at 4:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Approval of Consent Agenda

- A. Approval of the Minutes of the September 14, 2017 Meeting**
- B. Financial Statements**
- C. Assessment Receipt Schedule**
- D. Check Register**

Mr. Perry stated we are going to adjust the check register on the consent agenda to take out the Vesta invoices and they total \$33,055.85 so the total checks to approve under the consent agenda would be \$161,813.97.

Mr. Horton asked on page four it has janitorial and for some reason it has a negative of \$2,422. I'm just curious why.

Mr. Perry stated we will have to look at it, Jay. It's averaging \$1,100, \$1,200 and the months of May and July it was \$1,800.

Mr. Horton stated right below that, repair and replacements, the budget was \$1,500 and we spent \$7,832.

Mr. Soriano responded that is going to be our equipment. The treadmill repairs were above and beyond what we had planned. Originally last year a lot was still covered under warranty. We don't expect a treadmill is going to die on us a year after warranty but that's where we ended up repairing and replacing a lot.

Mr. Horton stated next year we ought to budget more money.

Mr. Soriano stated we've already done that but will probably end up happening over time, those lines were built separately as we added on the fitness center. Realistically it goes through all of our repair and replacement. We have a huge line for repair and replacement, it's just that building came in later so it created a second line. If you notice everything is separate in there just for that building.

Mr. Morton stated at the end of the day we're \$4,620 favorable.

Mr. Horton stated on page six, for January, the amenities revenue is in the negative \$1,737. How can we be negative on that?

Mr. Perry stated it would have probably been deposits that were returned that month from prior months. They rent it out quite a bit. The amenities budget for this year for the full year was at \$33,700 and year to date we're already at \$41,000 in revenues.

Mr. Horton stated I'm just trying to figure out why we're negative. If it's deposits then December should've been really high and it's only \$1,200.

Mr. Perry stated the deposits sometimes come in a year in advance.

Mr. Davis stated it's just a timing issue.

Mr. Horton asked I looked at the Clay Electric bill and it has the operation round-up on there. Anybody know what that is?

Ms. Nelsen stated it was on mine too.

Mr. Horton stated Clay Electric does an automatic round up of your bill. If it's \$12.56, they round it up to \$13 and they take the .50 and give it to charities, then they do grants

Mr. Soriano stated we contacted our vendor to give us a rate on the conceptual plan you saw last month. Right now, it is extremely high, almost double what we have ready to pay for it so I'm going back and forth with them to try to bring those prices down. At that point I would get with Peter to bring it back but if we're still that far above and beyond it may be something we bid it out and get multiple landscapers.

Mr. Horton stated I noticed the landscape companies do real good jobs on yards and this is not much bigger than a yard.

Mr. Soriano stated we stay away from the mom and pop vendors because we want to make sure we fall under certain requirements to protect us if anything goes wrong so it will be a certain requirement for each one of those but we can bid it out to just about anybody whether they are a large commercial or smaller landscape company. This is not a huge job but \$50,000 to \$90,000 is still a good job.

Mr. Walters stated the one thing about the scale of the project we're talking about here, and Jay is using the word bid because that's the common industry term, but as a local government if we're over a certain threshold we're required to publicly advertise and procure that service which has it's benefits and drawbacks. The good news about the size we're at now is we're not required to go through the formal process but we can solicit proposals from any vendor so what Jay is talking about, we can avoid the questionable mom and pop type operation that might throw in a low number that we might tied to under a formal process but it still allows us to put together a scope and go to multiple vendors and get the best pricing we can.

Mr. Soriano stated I'm hoping they come back to me with a lot better pricing because we also have the issue that we're bringing in another contracted vendor for our local contract that we've had for all of our monthly maintenance that we're tied to for a while. It creates an issue there. We have done that in the past and it doesn't always work out well. The one thing that may change, and I'll work with Peter on it, is the sidewalk. That was the largest chunk of the quote.

Mr. Horton asked is there any tree removal involved there?

Mr. Soriano responded yes. In the middle there will be tree removal and also what wasn't present on that quote was the lights. We had a couple of lights back there and they weren't doing any electrical work on that quote so that would've come back extra. I can always

break that out. We can take care of the lighting, the concrete and the landscaping although R&D will be doing the biggest portion of that.

Mr. Horton asked what if they break the quote down so that you can scan through it.

Mr. Soriano responded that's where we are at now so for things like sod, I noticed they are about three times higher than the expected rate. We have a contract with them for a five-year period but there is also this expectation that if we have another job we want them to do, we want to know what their round-a-bout pricing is beforehand and that wasn't anywhere near it.

Mr. Thomas asked is this a sign of the new management?

Mr. Soriano responded I think that's where it's from. I don't know that they were familiar with that pricing.

Mr. Davis asked do you know where they priced that 4,400 square feet of concrete?

Mr. Soriano responded it was \$47,000 just for the sidewalk. I know I'll be able to beat that but it will still be expensive.

Mr. Thomas asked how much longer is our current contract with R&D?

Mr. Soriano responded the five-year contract ends this next year.

Mr. Perry stated and we will go out for proposals probably in the spring just in case there's any issues with the budget for next year.

Mr. Soriano stated I was planning somewhere between \$20,000 and \$30,000 but even then if we're talking about \$50,000, that leaves another \$20,000 if we're lucky for landscaping so we may still be higher but I'll bring that back. If I have to break it up I can have a concrete vendor, a landscape vendor and our electrician so those three things may get us into the \$50,000.

C. Manager

There being none, the next item followed.

D. Operations Manager - Report

Mr. Soriano like I said last month, I've been trying to work with our food trucks more for some of their events. They have changed their set up and who coordinates everything and she is looking for more help from the district. We are still trying to step back and let them do most of it but I know this is a community favor so whenever I can I try to help. That may mean

moving the food truck nights onto our property rather than doing it at the Village Center every time for certain events like the camp-out event and parterning it together and that brings in more people. The County has a list of rules for us so we make sure we abide by those too.

Mr. Horton asked did the County put any rules on it?

Mr. Soriano responded there's things like no alcohol. We can do that on our property but they can't do that per the lease agreement. They have asked for it and I think I mentioned last month they have competition now. Water Mill has their food trucks every Friday so they're doing one every week and they have an outside commercial vendor that coordinates all this stuff for the trucks and they get paid by the trucks that come in there. That means there's someone else competing with our volunteer resident that's coordinating everything here and she wants to make sure her trucks that she's bringing in are all successful.

Mr. Horton asked does she have any ideas that we can help her with?

Mr. Soriano responded she would be happy if every single event we could do something with her but we've talked about that before, us paying for movies or anything like that, and that adds up and we don't have the ability to cover an umbrella license. It would cost us \$10,000-\$12,000 just to show a movie every single time. They did get away from those thoughts but now they're back to wanting something else whether it's games and activities, or some kind of movie. They just want more going on to bring more people in.

Mr. Horton stated the only thing we can do and it wouldn't cost us a penny is send out the email.

Mr. Soriano stated we don't do it every two. There are times a year we will have events going on and it seems like there's an email every week whereas in the summer, everything is focused on the pool. We send out about one a month so it's not always going to be in there. We usually put it on the marquee.

We just had our camp out. It worked out well. It was extremely hot so we had a lot of people that didn't stay but we had 180 people pre-register and a little over 200 attended that night. I'm trying to get into the habit of finding ways to force people to pre-register because that's been the biggest issue with things that are planned. I don't think most people realize it's me and two other people that set all of this stuff up and work the whole night. I've got to oversee a bunch of high school volunteers which is work in itself so the more I can have pre-register, the better off we will be. This will be the first year that the long time event Cocoa with

Claus will have a fee. We've never charged and that became a problem last year that more than half of the number showed up and didn't register. The big issue with that is Santa only has so much time. People were arguing with staff and it was tough. Hopefully that will help. It has helped with other things.

Mr. Horton asked how was the turn out for the camp out compared to other years?

Mr. Soriano stated our last couple of camp outs have been good at right around 175 to 200 people and I think a lot of that is we've been increasing the activities. One of the first things we got rid of was catering and we went to hot dogs and hamburgers. It's not as much money so we took that money and put it towards bounce houses and games and people enjoy that much more.

Mr. Horton stated I'm just curious because I did post in one of the Oakleaf sites the link on there about four or five days before the event. This year I didn't see anybody say they didn't hear about it.

Mr. Soriano stated I had a couple. We always have that the day registration ends.

We have our big event this Friday, that is the Spooktacular so I'm trying to make sure we get those registration forms in. There's usually 400 or 500 people out there at one time. We have a DJ, games and activities, candy and toys for the kids. You'll probably see an email go out reminding people to register and also explaining that we close down the basketball courts for a couple of days for decorating and set up.

Moving on to aquatics, our pools are closed. This is the normal off season that we've done for the last few years. I've gotten one or two complaints but realistically it's because it's summer time weather out there. We've advertised the schedule a whole year in advance. If you notice, our facility usage has come down because of those pool numbers. Our rentals stayed busy. These rooms are packed every weekend and most week nights.

Mr. Horton asked for rentals is it a four-hour minimum for everybody?

Mr. Soriano responded no, there are two hour rentals. Most go beyond two hours though.

Mr. Horton stated I don't know how to word this but maybe work with the community. For example, HOAs, Sheriff's department, people that help us in return to have a good community. Sometimes these meetings might run just a little bit later. Do we want to penalize these people for doing that?

Mr. Soriano responded we don't penalize them until about the 9th or 10th time.

Mr. Horton stated it's not just the east HOA, there are quite a few of them evidently that meet in the club room.

Mr. Soriano stated all 13 HOAs will meet there at least once during the year. They don't do it every month. Most of the smaller sub associations will try to get to the churches because they don't want to pay. I would say the master association and there's two sub associations that use it on a regular basis. The Sheriff's office does not pay. We did a contract to do that meeting because it was part of the new Sheriff's program to get all of the community involved. That one actually alternates whenever there's issue between this room and that room.

Mr. Horton stated I just wondered if we could give the HOAs some kind of leeway because sometimes they get major topics going on and trying to nail them down to two hour time periods, nine times out of ten that's what it's going to be so do we really want to sweat out if they go over a little bit?

Mr. Soriano it's not nine times out of ten. With the master association, more than half of the time they're late getting out and it's extremely late, not just five minutes. We get a lot of last minute requests from the HOAs and we're sheduling and trying to change around staff. The master association also gets free use of tables and chairs which was never really agreed to, it just came about.

Mr. Horton stated if you're going to have a meeting you need tables and chairs.

Mr. Soriano stated we charge the residents to use the tables and chairs for a baby shower.

Mr. Horton stated but a baby shower is not a community event.

Mr. Soriano stated then we have a separate rate to where it's expected that the HOAs get this and it's never been that way. We follow the same rules for everybody.

Ms. Nelsen stated it's come up before and I'm not opposed to giving a four hour window for the two hour rate for an HOA but if we give it to the HOAs then at what point is like the boy scout troop not a community event?

Mr. Morton stated or the soccer association.

Mr. Davis stated and you mentioned you don't penalize them until the 9th or 10th time.

Mr. Soriano stated and even then it's an email. As far as an actual penatly, I don't know that we've had a charge over the years for a penalty.

Ms. Nelsen stated and I'm sure the issue is someone is getting over there to close up for them and then they are having to stand around and wait an extra hour. It's inconvenient.

Mr. Soriano stated or we get there the next day and tables and chairs are still left out. It's those little things that we would charge a resident for so unless we have it spelled out that we can do something different for their meetings then they get the normal rate. If not, we'd have every single church, boy scout or things like that asking for it.

Mr. Davis stated I say we keep it the way it is.

Mr. Soriano stated we can look at giving them a different rate but then we'd also do that at the rate hearing in February.

Mr. Walters stated we only do it if we're changing the rates that we charge but if we're going to do separate rates, we do have to go through that rate hearing and make that adjustment. We do two advertisements in the paper, 28 and 29 days and then we hold a hearing at one of our meetings and then we can adjust them. We have talked about this lots in the past and the reality is you'll start to get into some fine distinctions that are difficult and we're going to say, is that purely an HOA rate or are we going to say it's a community associate rate. I've heard non-profit rate. The policy is set by this board and you can do as you please but you'll see that revenue number for rentals plummet to nothing.

Mr. Soriano stated moving on to the operations side. We are still waiting for a mason for the pillars. There are only so many masons that we would trust or our GC would work with. I have gotten quotes on repairing that and I have to approve quotes through our insurance.

Ms. Nelsen asked would it be too much trouble to put just a little something so that people don't think we're unaware that there's no pillar there and that we're not doing anything? Just a little thing saying we're working on it, we have an insurance delay and whatnot.

Mr. Davis stated I saw cones there today on the way out. I thought maybe someone was working on it but R&D was placing some sod.

Mr. Soriano stated you may have noticed there are a lot of new grasses, hedges and plants. This will be one of the first years that we get our full contract. In our contract we have numbers that add up to 1,000 plants over the year that we're supposed to get and I can pick out where I want them to go so we've added two spots we really haven't done anything to change off. Years past we might change off to save money instead of replacing sod. That's going to

come out of replacements. Things that we did change off were already completed back in the spring. This was going to be the first year that we've received all of those contract plants so you'll see there's a bunch of new grasses that are going along the parkway. The sod is also covered as part of our contract. Hopefully once they get all of this installed they will start working on this year's amount because if that gets done, basically the way we look at it is anything beyond that is then approved separate. They were supposed to be done this week but I still see some sod going in and then they will move over to your sister district.

Ms. Nelsen asked what was going on at the amenity center with the ceiling tiles?

Mr. Soriano responded that's from the storm. Most of my office got rained on a bit. We haven't any major leaks but just from that wind and constant rain it made it in so I lost about 10 tiles. Most of the clean up is done. We still have a bit of debris out there and a couple trees here and there that are down.

Mr. Morton asked what about the air conditioning in the fitness center?

Mr. Soriano responded I was told today that we have pressure issues so that went down last week. I have yet to see a quote on the price. It was running at 50% and that's pretty hot.

Ms. Nelsen stated I'm just so disappointed in that system with all the extra money we've spent on it.

Mr. Soriano stated I think we just talked about this the meeting before last. They came out Friday and got it working for about a day at 50% but it's too hot out there right now for it to keep up.

SEVENTH ORDER OF BUSINESS

Audience Comments / Supervisors' Requests

Mr. Tony Balanski, 5588 Water Bridge Lane, asked he was talking about the trees and different foliage that you guys maintain, what about the trees that are on our private property? We just bought the house in October so I'm not that familiar with some of the rules. I'm under the impression that I have to ask for permission to cut a tree down that's in my yard?

Mr. Horton responded yes.

Mr. Tony Balanski stated if I'm going to ask the association for permission then I'm assuming you're responsible for that tree.

Mr. Davis stated you're thinking homeowner's association versus the CDD board.

Mr. Tony Balanski stated I'm trying to get my information and I'm hoping if I bring this up then somehow it would get to them. Maybe by word of mouth. I have an oak tree. Trees only do two things, they grow and they fall over. I retired from the utility company after 48 years and trust me when I tell you I've seen too many people crying when a tree falls through their house. The whole community is quite young and I've talked to a lot of customers because I was thinking about a class action because almost every driveway is cracked.

Mr. Davis stated and sidewalks and I don't disagree with you at all, but that is a homeowners association. There are restrictions and covenants. For example, there's one by my pool I'd love to cut down but I bought a home in a neighborhood that tells me I have to have two oak trees right there.

Mr. Tony Balanski stated but you also have a right as a citizen to protect your home. The tree I have, I already have two affidavits. One from a building contractor that's also an engineer and I have another from a tree trimmer who is license and bonded. The oak tree is much too close to the house. I just had hardwood and porcelain floors put in and when they pulled up the rug, the whole foundation is cracked. You shave the sidewalks so people won't trip but sooner or later you're going to shave it down to dirt and the roots are going to continue to grow and that's the problem I have with my house. It's grown under probably everyone's foundation.

Mr. Davis stated that's not a decision we can make to give you approval to cut a tree down.

Mr. Tony Balanski stated, no I'm going to do it. I just wanted to say something so I can sue them because it's destroyed my property. When's the next HOA meeting?

Mr. Horton responded the first Monday of every month, 6:30 in the club room.

Mr. Tony Balanski stated I looked this Monday and they didn't have one.

Ms. Nelsen stated it was Columbus Day.

Mr. Horton stated if it's not one that's supposed to be there by the association, if it's within 10 feet of your house then you can take it out. The HOA does recognize the fact that some trees will get in the way and something needs to be done about it. The HOA also has an arborist that works with JEA that volunteers his time to go out and look at trees so if you contact the HOA and tell them you have tree problem and you'd like to have their arborist take a look at it.

Mr. Tony Balanski stated I give this gentleman kudos for taking care of the property but where we're going to wind up is having a beautiful road leading into the property and then when you get to the properties, all you see is cracked sidewalks, cracked driveways and it's all roots.

Mr. Horton stated the sidewalks that don't have any houses on them are the County's responsibility.

EIGHTH ORDER OF BUSINESS

Next Scheduled Meeting

Mr. Perry stated the next scheduled meeting is November 13, 2017, 4:00 p.m. at Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Mr. Davis seconded by Ms. Nelsen with all in favor the meeting was adjourned.

Secretary/Assistant Secretary

Chairman/Vice Chairman

B.

Double Branch
Community Development District

Unaudited Financial Reporting
September 30, 2017

DOUBLE BRANCH
Community Development District
Combined Balance Sheet
September 30, 2017

	<u>Governmental Fund Types</u>				<u>Capital Projects</u>	<u>Totals (Memorandum Only)</u>
	<u>General</u>	<u>Recreation</u>	<u>Capital Reserve</u>	<u>Debt Service</u>		
ASSETS:						
Cash	\$100,904	\$129,032	\$124,432	---	---	\$354,368
Petty Cash	---	\$200	---	---	---	\$200
Investments:						
<u>Series 2013A-1</u>						
Revenue	---	---	---	\$511,861	---	\$511,861
Reserve A1	---	---	---	\$868,932	---	\$868,932
Interest A1	---	---	---	---	---	\$0
Acquisition and Construction	---	---	---	---	\$48,965	\$48,965
<u>Series 2013A-2</u>						
Reserve A2	---	---	---	\$105,106	---	\$105,106
Interest A2	---	---	---	---	---	\$0
Excess Revenue	---	---	---	---	---	\$0
Prepayment	---	---	---	---	---	\$0
<u>Operations</u>						
Custody Account-General Fund Excess	\$12,724	---	---	---	---	\$12,724
Custody Account-Recreation Fund Excess	---	\$477,671	---	---	---	\$477,671
Custody Account-Recreation Fund Reserve	---	---	\$817,084	---	---	\$817,084
Prepaid Expenses	---	\$706	---	---	---	\$706
Assessments Receivable	---	---	---	---	---	\$0
Due From General Fund	---	\$29,482	---	---	---	\$29,482
Due from Rec Fund	---	---	---	---	---	\$0
Due from Other	---	\$26	---	---	---	\$26
Electric Deposits	---	\$4,500	---	---	---	\$4,500
TOTAL ASSETS	<u>\$113,628</u>	<u>\$641,617</u>	<u>\$941,516</u>	<u>\$1,485,899</u>	<u>\$48,965</u>	<u>\$3,231,625</u>
LIABILITIES:						
Accounts Payable	\$3,967	\$98,437	---	---	---	\$102,403
Accrued Expenses	---	---	---	---	---	\$0
Fica Payable	---	---	---	---	---	\$0
Due to Capital Reserve	---	---	---	---	---	\$0
Due to Rec Fund	\$29,482	---	---	---	---	\$29,482
Due to General Fund	---	---	---	---	---	\$0
Due to Middle Village	---	\$1,749	---	---	---	\$1,749
Deferred Rental Revenue	---	\$12,075	---	---	---	\$12,075
FUND BALANCES:						
Nonspendable	---	\$4,500	---	---	---	\$4,500
Restricted for Debt Service	---	---	---	\$1,485,899	---	\$1,485,899
Restricted for Capital Projects	---	---	---	---	\$48,965	\$48,965
Assigned	\$2,000	---	\$941,516	---	---	\$943,516
Unassigned	\$78,180	\$524,856	---	---	---	\$603,036
TOTAL LIABILITIES & FUND EQUITY	<u>\$113,628</u>	<u>\$641,617</u>	<u>\$941,516</u>	<u>\$1,485,899</u>	<u>\$48,965</u>	<u>\$3,231,625</u>

DOUBLE BRANCH
Community Development District
GENERAL FUND
Statement of Revenues & Expenditures
For The Period Ending September 30, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/2017	ACTUAL THRU 9/30/2017	VARIANCE
Assessment - Tax Roll	\$178,600	\$178,600	\$179,297	\$697
Interest Income	\$200	\$200	\$103	(\$97)
TOTAL REVENUES	\$178,800	\$178,800	\$179,400	\$600
<u>EXPENDITURES:</u>				
<u>Administrative</u>				
Supervisors Fees	\$12,000	\$12,000	\$11,200	\$800
FICA Expense	\$918	\$918	\$857	\$61
Engineering	\$5,000	\$5,000	\$3,590	\$1,410
Arbitrage	\$700	\$700	\$700	\$0
Dissemination	\$1,500	\$1,500	\$1,250	\$250
Assessment Roll	\$7,260	\$7,260	\$7,520	(\$260)
Attorney	\$42,000	\$42,000	\$29,739	\$12,261
Annual Audit	\$5,900	\$5,900	\$5,923	(\$23)
Trustee fees	\$8,014	\$8,014	\$8,014	\$0
Management Fees	\$57,657	\$57,657	\$57,657	\$0
Information Technology	\$1,650	\$1,650	\$1,650	\$0
Telephone	\$290	\$290	\$336	(\$46)
Postage	\$1,900	\$1,900	\$2,362	(\$462)
Printing & Binding	\$3,400	\$3,400	\$3,058	\$342
Records Storage	\$300	\$300	\$0	\$300
Insurance	\$8,350	\$8,350	\$7,743	\$607
Legal Advertising	\$2,000	\$2,000	\$1,999	\$1
Office Supplies	\$350	\$350	\$287	\$63
Dues, Licenses, Subscriptions	\$175	\$175	\$175	\$0
Reserve	\$19,436	\$19,436	\$19,436	\$0
TOTAL EXPENDITURES	\$178,800	\$178,800	\$163,496	\$15,304
EXCESS REVENUES (EXPENDITURES)	\$0		\$15,904	
FUND BALANCE - Beginning	\$141,696		\$64,276	
FUND BALANCE - Ending	\$141,696		\$80,180	

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending September 30, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/2017	ACTUAL THRU 9/30/2017	VARIANCE
REVENUES:				
Maintenance Assessments-Tax Roll	\$1,462,048	\$1,462,048	\$1,467,752	\$5,704
Interest Income	\$2,431	\$2,431	\$1,362	(\$1,069)
Amenities Revenue	\$33,690	\$33,690	\$41,626	\$7,936
Soccer Revenue	\$6,530	\$6,530	\$6,425	(\$105)
TOTAL REVENUES	\$1,504,699	\$1,504,699	\$1,517,165	\$12,466

EXPENDITURES:

Administrative:

Management Fees - Onsite	\$91,794	\$91,794	\$91,794	\$0
Insurance	\$62,789	\$62,789	\$59,799	\$2,990
Other Current Charges	\$3,818	\$3,818	\$3,519	\$299
Permit Fees	\$1,635	\$1,635	\$1,601	\$34
Total Administrative	\$160,036	\$160,036	\$156,714	\$3,322

Maintenance:

Common Area

Security	\$50,920	\$50,920	\$50,905	\$15
Security - Clay County Off Duty Sheriff	\$43,050	\$43,050	\$39,931	\$3,119
Water - Irrigation	\$9,000	\$9,000	\$2,815	\$6,185
Irrigation Maintenance	\$4,250	\$4,250	\$2,568	\$1,682
Streetlighting	\$33,066	\$33,066	\$27,427	\$5,639
Electric	\$42,000	\$42,000	\$31,570	\$10,430
Landscape Maintenance	\$315,774	\$315,774	\$315,774	\$0
Common Area Maintenance	\$43,564	\$43,564	\$40,771	\$2,793
Lake Maintenance	\$28,116	\$28,116	\$26,806	\$1,310
Landscape Reserve	\$35,000	\$35,000	\$35,000	\$0
Contingency	\$6,000	\$6,000	\$10,625	(\$4,625)
Capital Reserve (1)	\$14,765	\$14,765	\$14,765	\$0
Misc. Maintenance	\$2,986	\$2,986	\$1,905	\$1,081
General Reserve	\$22,894	\$22,894	\$22,894	\$0
Total Common Area	\$651,385	\$651,385	\$623,757	\$27,628

Recreation Facility

Aquatics & Fitness Manager/Staff	\$50,744	\$50,744	\$50,251	\$493
Pool Attendants	\$107,650	\$107,650	\$97,895	\$9,755
Refuse Service	\$6,120	\$6,120	\$6,010	\$110
Telephone	\$4,500	\$4,500	\$3,524	\$976
Electric	\$47,000	\$47,000	\$39,881	\$7,119
Cable	\$4,752	\$4,752	\$6,046	(\$1,294)
Pool Maintenance/Chemicals	\$56,616	\$56,616	\$49,832	\$6,784
Water/Sewer/Reclaim	\$65,000	\$65,000	\$50,573	\$14,427
Facility Maintenance - General	\$27,500	\$27,500	\$27,280	\$220
Facility Maintenance - Preventative Contracts	\$5,617	\$5,617	\$3,529	\$2,088
Facility Maintenance - Contingency	\$29,750	\$29,750	\$29,316	\$434
Lighting Repairs	\$8,500	\$8,500	\$8,497	\$3
Special Events	\$10,500	\$10,500	\$6,474	\$4,026
Office Supplies and Equipment	\$4,000	\$4,000	\$1,580	\$2,420
Janitorial	\$31,512	\$31,512	\$29,998	\$1,514
Recreation Passes	\$7,565	\$7,565	\$8,702	(\$1,137)

DOUBLE BRANCH
Community Development District
RECREATION AND FACILITIES MAINTENANCE
Statement of Revenues & Expenditures
For The Period Ending September 30, 2017

	ADOPTED BUDGET	PRORATED BUDGET THRU 9/30/2017	ACTUAL THRU 9/30/2017	VARIANCE
Recreation Facility-Continued				
Repairs & Replacement	\$79,025	\$79,025	\$68,611	\$10,414
Pool Pump Reserve	\$9,500	\$9,500	\$9,500	\$0
Pool Leak Repairs	\$5,000	\$5,000	\$423	\$4,577
Soccer Field	\$21,250	\$21,250	\$0	\$21,250
Total Recreation Facility	\$582,101	\$582,101	\$497,922	\$84,179
Fitness Center				
Staffing	\$55,517	\$55,517	\$52,884	\$2,633
Telephone	\$1,092	\$1,092	\$445	\$647
Electric	\$12,300	\$12,300	\$10,742	\$1,558
Cable	\$4,169	\$4,169	\$1,859	\$2,310
Facility Maintenance - General	\$8,000	\$8,000	\$8,002	(\$2)
Facility Maintenance - Preventative	\$7,500	\$7,500	\$3,145	\$4,355
Facility Maintenance - Contingency	\$5,000	\$5,000	\$1,665	\$3,336
Office Supplies and Equipment	\$2,664	\$2,664	\$2,655	\$9
Janitorial	\$13,435	\$13,435	\$15,972	(\$2,537)
Repair and Replacements	\$1,500	\$1,500	\$7,832	(\$6,332)
Total Exercise Facility	\$111,177	\$111,177	\$105,201	\$5,975
Total Maintenance	\$1,344,663	\$1,344,663	\$1,226,881	\$117,782
TOTAL EXPENDITURES	\$1,504,699	\$1,504,699	\$1,383,594	\$121,104
EXCESS REVENUES (EXPENDITURES)	\$0		\$133,570	
FUND BALANCE - Beginning	\$0		\$395,786	
FUND BALANCE - Ending	\$0		\$529,356	

*Double Branch
Community Development District
Month by Month Income Statement
General Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Assessment - Tax Roll	\$0	\$6,029	\$160,496	\$1,444	\$1,436	\$2,107	\$2,850	\$1,141	\$3,025	\$576	\$192	\$0	\$179,297
Interest Income	\$3	\$2	\$2	\$12	\$20	\$14	\$14	\$12	\$10	\$7	\$5	\$2	\$103
Total Revenues	\$3	\$6,031	\$160,498	\$1,455	\$1,456	\$2,121	\$2,864	\$1,153	\$3,035	\$583	\$198	\$2	\$179,400
Expenditures:													
<i>Administrative</i>													
Supervisors Fees	\$1,000	\$800	\$1,000	\$1,000	\$1,000	\$800	\$1,000	\$1,000	\$1,000	\$800	\$800	\$1,000	\$11,200
FICA Expense	\$77	\$61	\$77	\$77	\$77	\$61	\$77	\$77	\$77	\$61	\$61	\$77	\$857
Engineering	\$0	\$0	\$0	\$390	\$98	\$488	\$390	\$455	\$0	\$1,170	\$585	\$15	\$3,590
Arbitrage	\$0	\$0	\$0	\$0	\$700	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$700
Dissemination	\$83	\$333	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$83	\$1,250
Assessment Roll	\$7,520	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,520
Attorney	\$3,472	\$2,570	\$787	\$3,941	\$2,667	\$2,743	\$3,654	\$2,550	\$2,485	\$2,247	\$2,624	\$0	\$29,739
Annual Audit	\$0	\$0	\$0	\$0	\$0	\$23	\$500	\$2,000	\$0	\$3,400	\$0	\$0	\$5,923
Trustee fees	\$0	\$0	\$0	\$0	\$0	\$8,014	\$0	\$0	\$0	\$0	\$0	\$0	\$8,014
Management Fees	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$4,805	\$57,657
Computer Time	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$138	\$1,650
Telephone	\$34	\$41	\$28	\$0	\$6	\$26	\$33	\$39	\$19	\$32	\$40	\$36	\$336
Postage	\$175	\$103	\$170	\$222	\$332	\$215	\$96	\$138	\$253	\$241	\$198	\$218	\$2,362
Printing & Binding	\$317	\$346	\$191	\$127	\$77	\$192	\$346	\$174	\$92	\$237	\$455	\$505	\$3,058
Records Storage	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Insurance	\$7,743	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$7,743
Legal Advertising	\$63	\$63	\$134	\$84	\$69	\$130	\$130	\$0	\$130	\$390	\$65	\$742	\$1,999
Office Supplies	\$21	\$23	\$24	\$24	\$24	\$29	\$46	\$23	\$1	\$25	\$23	\$23	\$287
Dues, Licenses, Subscriptions	\$0	\$175	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$175
Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$19,436	\$0	\$0	\$0	\$19,436
Total Administrative	\$25,448	\$9,459	\$7,436	\$10,890	\$10,075	\$17,746	\$11,296	\$11,481	\$28,518	\$13,629	\$9,878	\$7,642	\$163,496
Excess Revenues (Expenditures)	(\$25,445)	(\$3,428)	\$153,063	(\$9,435)	(\$8,619)	(\$15,625)	(\$8,432)	(\$10,328)	(\$25,482)	(\$13,045)	(\$9,680)	(\$7,640)	\$15,904

*Double Branch
Community Development District
Month by Month Income Statement
Recreation Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Revenues:													
Maintenance Assessments-Tax Roll	\$0	\$49,352	\$1,313,847	\$11,819	\$11,753	\$17,249	\$23,333	\$9,344	\$24,767	\$4,715	\$1,574	\$0	\$1,467,752
Interest Income	\$30	\$16	\$17	\$98	\$176	\$146	\$149	\$178	\$173	\$149	\$124	\$106	\$1,362
Amenities Revenue	\$410	\$2,826	\$1,258	(\$1,737)	\$1,821	\$7,039	\$9,616	\$4,019	\$6,195	\$4,149	\$5,784	\$247	\$41,626
Soccer Revenue	\$1,070	\$0	\$0	\$5,355	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$6,425
Total Revenues	\$1,510	\$52,194	\$1,315,122	\$15,534	\$13,750	\$24,434	\$33,098	\$13,541	\$31,135	\$9,012	\$7,482	\$353	\$1,517,165

Expenditures:													
Administrative													
Management Fees - Onsite	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$7,650	\$91,794
Insurance	\$59,799	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$59,799
Other Current Charges	\$292	\$259	\$297	\$295	\$257	\$243	\$372	\$320	\$284	\$285	\$300	\$316	\$3,519
Permit Fees	\$27	\$364	\$54	\$27	\$0	\$54	\$27	\$653	\$369	\$0	\$27	\$0	\$1,601
Total Administrative	\$67,768	\$8,272	\$8,000	\$7,971	\$7,907	\$7,946	\$8,048	\$8,623	\$8,302	\$7,934	\$7,977	\$7,965	\$156,714

MAINTENANCE- Common Area													
Security	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,236	\$4,312	\$50,905
Security - Clay County Off Duty Sheriff	\$2,825	\$4,443	\$3,945	\$3,726	\$2,981	\$2,652	\$3,414	\$3,605	\$2,972	\$3,815	\$2,375	\$3,182	\$39,931
Water - Irrigation	\$387	\$182	\$182	\$182	\$185	\$182	\$178	\$240	\$326	\$222	\$291	\$259	\$2,815
Irrigation Maintenance	\$0	\$0	\$0	\$1,473	\$0	\$750	\$345	\$0	\$0	\$0	\$0	\$0	\$2,568
Streetlighting	\$2,297	\$2,290	\$2,284	\$2,284	\$2,284	\$2,284	\$2,284	\$2,284	\$2,284	\$2,284	\$2,284	\$2,284	\$27,427
Electric	\$2,865	\$2,986	\$2,298	\$2,064	\$2,413	\$2,292	\$2,488	\$2,616	\$2,683	\$2,998	\$2,940	\$2,928	\$31,570
Landscape Maintenance	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$26,315	\$315,774
Common Area Maintenance	\$1,814	\$2,649	\$2,435	\$2,370	\$1,519	\$3,928	\$3,987	\$8,844	\$5,695	\$3,639	\$2,044	\$1,847	\$40,771
Lake Maintenance	\$2,226	\$1,970	\$1,970	\$1,970	\$4,880	\$1,970	\$1,970	\$1,970	\$1,970	\$1,970	\$1,970	\$1,970	\$26,806
Landscape Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$35,000	\$35,000
Contingency	\$0	\$750	\$9,875	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,625
Capital Reserve (1)	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$14,765	\$0	\$0	\$0	\$14,765
Misc. Maintenance	\$174	\$172	\$217	\$218	\$175	\$581	\$0	\$46	\$322	\$0	\$0	\$0	\$1,905
General Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$22,894	\$22,894
Total Common Area	\$43,138	\$45,991	\$53,755	\$44,837	\$44,987	\$45,189	\$45,216	\$50,155	\$61,567	\$45,478	\$42,454	\$100,990	\$623,757

*Double Branch
Community Development District
Month by Month Income Statement
Recreation Fund*

	October	November	December	January	February	March	April	May	June	July	August	September	Total
Recreation Facility													
Aquatics & Fitness Manager/Staff	\$4,106	\$4,106	\$4,106	\$4,106	\$4,229	\$4,229	\$4,229	\$4,229	\$4,229	\$4,229	\$4,229	\$4,229	\$50,251
Pool Attendants	\$2,582	\$0	\$0	\$0	\$0	\$3,244	\$2,686	\$7,291	\$25,225	\$25,300	\$20,072	\$11,495	\$97,895
Refuse Service	\$515	\$514	\$1,031	\$518	\$3	\$517	\$518	\$518	\$516	\$527	\$530	\$302	\$6,010
Telephone	\$123	\$312	\$385	\$220	\$264	\$550	\$188	\$439	\$315	\$218	\$416	\$94	\$3,524
Electric	\$4,230	\$4,315	\$2,983	\$3,352	\$3,110	\$2,097	\$2,242	\$2,965	\$3,225	\$3,497	\$4,055	\$3,810	\$39,881
Cable	\$383	\$383	\$383	\$383	\$0	\$501	\$582	\$817	\$698	\$698	\$698	\$521	\$6,046
Pool Maintenance/Chemicals	\$5,989	\$2,084	\$4,095	\$3,523	\$5,477	\$4,095	\$4,095	\$4,095	\$4,095	\$4,095	\$4,095	\$4,095	\$49,832
Water/Sewer/Reclaim	\$5,676	\$4,947	\$5,684	\$3,128	\$3,958	\$3,038	\$3,265	\$3,839	\$4,306	\$4,130	\$4,175	\$4,429	\$50,573
Facility Maintenance - General	\$2,291	\$2,150	\$2,150	\$2,300	\$2,095	\$2,304	\$2,295	\$2,305	\$2,376	\$2,321	\$2,398	\$2,295	\$27,280
Facility Maintenance - Preventative Contracts	\$1,086	\$0	\$225	\$0	\$585	\$0	\$380	\$0	\$225	\$503	\$525	\$0	\$3,529
Facility Maintenance - Contingency	\$2,479	\$2,276	\$2,270	\$2,505	\$2,173	\$2,483	\$2,479	\$2,480	\$2,626	\$2,480	\$2,585	\$2,480	\$29,316
Lighting Repairs	\$708	\$698	\$726	\$702	\$883	\$698	\$803	\$453	\$697	\$709	\$711	\$711	\$8,497
Special Events	\$405	\$1,452	\$1,645	\$0	\$0	\$443	\$2,530	\$0	\$0	\$0	\$0	\$0	\$6,474
Office Supplies and Equipment	\$0	\$148	\$0	\$0	\$0	\$345	\$0	\$389	\$206	\$0	\$493	\$0	\$1,580
Janitorial	\$2,613	\$2,859	\$2,079	\$2,079	\$2,079	\$2,660	\$2,739	\$2,079	\$3,046	\$2,753	\$2,449	\$2,563	\$29,998
Recreation Passes	\$0	\$0	\$543	\$0	\$0	\$2,830	\$122	\$681	\$1,059	\$774	\$1,424	\$1,269	\$8,702
Repairs & Replacement	\$16,927	\$371	\$0	\$5,297	\$1,238	\$4,772	\$9,906	\$4,579	\$8,514	\$5,583	\$6,256	\$5,169	\$68,611
Pool Pump Reserve	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$9,500	\$9,500
Pool Leak Repairs	\$423	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$423
Soccer Fields	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
	\$50,534	\$26,613	\$28,304	\$28,112	\$26,092	\$34,805	\$39,058	\$37,158	\$61,357	\$57,817	\$55,110	\$52,962	\$497,922
Exercise Facility													
Staffing	\$4,407	\$4,270	\$4,179	\$4,499	\$4,148	\$4,514	\$4,362	\$4,514	\$4,450	\$4,713	\$4,650	\$4,179	\$52,884
Telephone	\$92	\$78	\$92	\$92	\$92	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$445
Electric	\$1,224	\$1,251	\$1,161	\$273	\$728	\$598	\$658	\$667	\$793	\$986	\$1,282	\$1,121	\$10,742
Cable	\$301	\$301	\$311	\$315	\$315	\$315	\$0	\$0	\$0	\$0	\$0	\$0	\$1,859
Facility Maintenance - General	\$665	\$640	\$681	\$1,167	\$667	\$767	\$223	\$525	\$649	\$670	\$671	\$677	\$8,002
Facility Maintenance - Preventative	\$193	\$763	\$193	\$278	\$193	\$570	\$193	\$278	\$0	\$290	\$193	\$0	\$3,145
Facility Maintenance - Contingency	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1,175	\$490	\$0	\$0	\$1,665
Office Supplies and Equipment	\$434	\$0	\$306	\$202	\$221	\$0	\$983	\$270	\$161	\$26	\$26	\$26	\$2,655
Janitorial	\$1,120	\$1,120	\$948	\$1,528	\$1,690	\$1,051	\$1,197	\$1,874	\$1,005	\$2,014	\$1,235	\$1,189	\$15,972
Repair and Replacements	\$0	\$0	\$0	\$867	\$0	\$0	\$880	\$3,245	\$0	\$0	\$2,840	\$0	\$7,832
Total Exercise Facility	\$8,436	\$8,423	\$7,870	\$9,221	\$8,054	\$7,816	\$8,496	\$11,374	\$8,233	\$9,189	\$10,898	\$7,192	\$105,201
Total Expenses	\$169,876	\$89,300	\$97,930	\$90,140	\$87,040	\$95,756	\$100,818	\$107,310	\$139,458	\$120,418	\$116,438	\$169,109	\$1,383,594
Excess Revenues (Expenditures)	(\$168,366)	(\$37,105)	\$1,217,192	(\$74,606)	(\$73,290)	(\$71,322)	(\$67,720)	(\$93,769)	(\$108,324)	(\$111,406)	(\$108,956)	(\$168,756)	\$133,570

DOUBLE BRANCH
Community Development District
Capital Reserve Fund
Statement of Revenues & Expenditures
For The Period Ending September 30, 2017

	ADOPTED BUDGET	PRORATED THRU 9/30/2017	ACTUAL THRU 9/30/2017	VARIANCE
REVENUES:				
Interest Income	\$1,000	\$1,000	\$1,254	\$254
Landscape Reserve - Transfer In	\$35,000	\$35,000	\$35,000	\$0
Capital Reserve - Transfer In	\$14,765	\$14,765	\$14,765	\$0
Pool Pump Reserve - Transfer in	\$9,500	\$9,500	\$9,500	\$0
General Reserve - Transfer in	\$22,894	\$22,894	\$22,894	\$0
General Fund Reserve- Transfer in	\$19,436	\$19,436	\$19,436	\$0
TOTAL REVENUES	\$102,595	\$102,595	\$102,849	\$254
EXPENDITURES:				
Other Current Charges	\$0	\$0	\$0	\$0
Landscape Reserve	\$0	\$0	\$0	\$0
Capital Projects	\$0	\$0	\$0	\$0
Pool Pump Reserve	\$0	\$0	\$0	\$0
General Reserve	\$0	\$0	\$0	\$0
TOTAL EXPENDITURES	\$0	\$0	\$0	\$0
EXCESS REVENUES (EXPENDITURES)	\$102,595		\$102,849	
FUND BALANCE - Beginning	\$838,330		\$838,667	
FUND BALANCE - Ending	\$940,925		\$941,516	

**DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND**

*Series 2013 A-1, & 2013 A-2 Special Assessment Bonds
Statement of Revenues & Expenditures
For The Period Ending September 30, 2017*

	ADOPTED BUDGET	PRORATED THRU 9/30/2017	ACTUAL THRU 9/30/2017	VARIANCE
Revenues:				
Special Assessments - Tax Roll	\$1,966,802	\$1,966,802	\$1,971,275	\$4,473
Interest Income	\$2,500	\$2,500	\$10,255	\$7,755
TOTAL REVENUES	\$1,969,302	\$1,969,302	\$1,981,530	\$12,228
Expenditures:				
Series 2013 A-1				
Interest Expense - 11/1	\$417,973	\$417,973	\$417,973	\$0
Interest Expense - 5/1	\$417,973	\$417,973	\$417,973	(\$0)
Principal Expense 5/1	\$910,000	\$910,000	\$910,000	\$0
Series 2013 A-2				
Interest Expense - 11/1	\$66,844	\$66,844	\$66,844	\$0
Prepayment Call 11/1	\$40,000	\$40,000	\$55,000	(\$15,000)
Interest Expense - 5/1	\$66,844	\$66,844	\$65,263	\$1,582
Principal Expense 5/1	\$75,000	\$75,000	\$75,000	\$0
Principal Expense 5/1 (Prepayment)	\$0	\$0	\$5,000	(\$5,000)
TOTAL EXPENDITURES	\$1,994,634	\$1,994,634	\$2,013,053	(\$18,419)
EXCESS REVENUES (EXPENDITURES)	(\$25,332)		(\$31,523)	
Other Sources/(Uses)				
Interfund Transfer In and (Out)	\$0	\$0	\$0	\$0
Other Debt Service Cost	\$0	\$0	\$0	\$0
TOTAL OTHER	\$0	\$0	\$0	\$0
Net change in Fund Balance	(\$25,332)		(\$31,523)	
FUND BALANCE - Beginning	\$519,790		\$1,517,422	
FUND BALANCE - Ending	\$494,458		\$1,485,899	

DOUBLE BRANCH
Community Development District
CAPITAL PROJECTS FUND
Statement of Revenues & Expenditures
For The Period Ending September 30, 2017

	SERIES 2013 A-1 AND A-2
<u>REVENUES:</u>	
Interest Income	\$256
TOTAL REVENUES	\$256
<u>EXPENDITURES:</u>	
Capital Outlay - Series 2013 A1 and A2	\$0
Cost of Issuance	\$0
TOTAL EXPENDITURES	\$0
EXCESS REVENUES (EXPENDITURES)	\$256
FUND BALANCE - Beginning	\$48,709
FUND BALANCE - Ending	\$48,965

C.

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
FY2017 Assessments Receipts Summary

ASSESSED	# UNITS ASSESSED	SERIES 2013A DEBT SERVICE ASSESSED	GENERAL FUND O&M ASSESSED	RECREATION FUND O&M ASSESSED	TOTAL ASSESSED
NET TAX ROLL ASSESSED NET	45,483	1,962,561.33	178,504.25	1,461,264.16	3,602,329.74
TOTAL ASSESSED	45,483	1,962,561.33	178,504.25	1,461,264.16	3,602,329.74

SUMMARY OF TAX ROLL RECEIPTS					
CLAY COUNTY DISTRIBUTION	DATE RECEIVED	TOTAL RECEIVED	SERIES 2013A DEBT SERVICE RECEIVED	GENERAL FUND O&M RECEIPTS	RECREATION FUND O&M RECEIPTS
1	11/18/16	121,663.77	66,282.83	6,028.74	49,352.20
2	11/30/16	151,812.10	82,707.74	7,522.66	61,581.70
3	12/08/16	2,875,488.69	1,566,575.89	142,487.50	1,166,425.30
4	12/20/16	211,613.98	115,288.01	10,485.99	85,839.98
5	01/20/17	29,135.95	15,873.36	1,443.76	11,818.83
6	02/16/17	28,972.71	15,784.43	1,435.67	11,752.61
7	03/17/17	42,521.98	23,166.12	2,107.07	17,248.79
8	04/13/17	57,520.42	31,337.32	2,850.28	23,332.82
9	05/26/17	23,034.38	12,549.21	1,141.41	9,343.76
TAX CERTIFICATES	06/21/17	61,055.44	33,263.21	3,025.45	24,766.78
TAX CERTIFICATES	07/10/17	11,623.13	6,332.32	575.95	4,714.86
PRIOR YEARS	08/11/17	3,880.53	2,114.13	192.29	1,574.11
			-	-	-
			-	-	-
			-	-	-
TOTAL TAX ROLL RECEIPTS		3,618,323.08	1,971,274.57	179,296.77	1,467,751.74

PERCENT COLLECTED	TOTAL	DEBT	O&M
TOTAL PERCENT COLLECTED	100.44%	100.44%	100.44%

D.

Double Branch

Community Development District

Check Run Summary

November 3, 2018

<i>Fund</i>	<i>Date</i>	<i>Check No.</i>	<i>Amount</i>
<i>General Fund</i>			
<i>Payroll</i>	10/23/17	50676-50680	\$ 923.50
			<i>Sub-Total</i> \$ 923.50
<i>Accounts Payable</i>	10/5/17	1393-1395	\$ 13,406.16
	10/19/17	1396-1400	\$ 4,965.42
	10/26/17	1401-1402	\$ 324.58
			<i>Sub-Total</i> \$ 18,696.16
<i>Recreation Fund</i>			
<i>Accounts Payable</i>	10/5/17	5119-5126	\$ 9,201.31
	10/12/17	5127-5144	\$ 56,898.01
	10/16/17	5145-5146	\$ 13,263.39
	10/19/17	5147-5151	\$ 7,120.52
	10/26/17	5152-5157	\$ 11,816.08
			<i>Sub-Total</i> \$ 98,299.31
<i>Capital Reserve Fund</i>			
<i>Accounts Payable</i>			<i>Sub-Total</i> \$ -
<i>Total</i>			\$ 117,918.97

BR040M-A
CMPY-001

DOUBLE BRANCH - GENERAL FUND
BANK-P

CHECKS WRITTEN LISTING

AS OF 10/31/2017
PAYROLL FUND

RUN 11/03/2017

PAGE 1

CHECK#	TYPE	SYSTEM	CHECK DATE	CHECK AMT	EMP/CUS/VEN#	DESCRIPTION
050676	R	PR	10/23/2017	184.70	11	BARRY E MORTON
050677	R	PR	10/23/2017	184.70	12	CHAD E DAVIS
050678	R	PR	10/23/2017	184.70	15	CHARLES T HORTON
050679	R	PR	10/23/2017	184.70	8	CYNTHIA Y. NELSEN
050680	R	PR	10/23/2017	184.70	14	SCOTT THOMAS
			BANK TOTAL	923.50		
			COMPANY TOTAL	923.50		

DBBR DOUBLE BRANCH BSANCHEZ

Attendance Sheet

District Name: Double Branch, CDD

Board Meeting Date: September 11, 2017

	Name	In Attendance	Fee
1	Cindy Nelsen <i>Chairperson</i>	<input checked="" type="checkbox"/>	YES-\$200
2	Charles Horton <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
3	Barry Morton <i>Vice Chairman</i>	<input checked="" type="checkbox"/> <i>abs</i>	YES - \$200
4	Chad Davis <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200
5	Scott Thomas <i>Assistant Secretary</i>	<input checked="" type="checkbox"/>	YES - \$200

The Supervisors present at the above-referenced meeting should be compensated accordingly.

Approved for Payment:



District Manager Signature

9/14/17

Date

PLEASE RETURN COMPLETED FORM TO BRIAN SANCHEZ

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/05/17	00023	9/08/17	184959	201708	310	51300	31100		AUG PROFESSIONAL SERVICES ENGLAND-THIMS & MILLER, INC.	*	585.00	585.00	001393
10/05/17	00035	9/19/17	1927	201710	310	51300	31400		ASSESS ROLL ADMIN FY18 GOVERNMENTAL MANAGEMENT SERVICES	*	7,520.00	7,520.00	001394
10/05/17	00035	10/02/17	1930	201710	310	51300	34000		OCT MANAGEMENT FEES	*	4,804.75		
		10/02/17	1930	201710	310	51300	35100		OCT INFORMATION TECH	*	161.83		
		10/02/17	1930	201710	310	51300	31300		OCT DISSEMINATIONS FEES	*	83.33		
		10/02/17	1930	201710	310	51300	51000		OFFICE SUPPLIES	*	23.70		
		10/02/17	1930	201710	310	51300	42000		POSTAGE	*	18.61		
		10/02/17	1930	201710	310	51300	42500		COPIES	*	199.80		
		10/02/17	1930	201710	310	51300	41000		TELEPHONE	*	9.14		
									GOVERNMENTAL MANAGEMENT SERVICES			5,301.16	001395
10/19/17	00104	9/19/17	274644	201710	310	51300	48000		10/16 NOTICE OF MEETING CLAY TODAY	*	63.45	63.45	001396
10/19/17	00007	9/08/17	17388007	201709	310	51300	48000		FY2018 MEETING SCHEDULE THE FLORIDA TIMES-UNION	*	742.16	742.16	001397
10/19/17	00015	9/29/17	96294	201708	310	51300	31500		PARKING/TOWING POLICIES HOPPING GREEN & SAMS	*	670.50	670.50	001398
10/19/17	00015	9/29/17	96295	201708	310	51300	31500		AUG MONTHLY MEETING HOPPING GREEN & SAMS	*	1,953.58	1,953.58	001399
10/19/17	00048	10/18/17	10182017	201710	310	51300	49200		2017 REAL ESTATE TAX JIMMY WEEKS TAX COLLECTOR	*	1,535.73	1,535.73	001400
10/26/17	00053	10/02/17	70545	201710	310	51300	54000		FY18 SPECIAL DISTRICT FEE DEPARTMENT OF ECONOMIC OPPORTUNITY	*	175.00	175.00	001401

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/26/17	00013	10/17/17	59633889 201710 310-51300-42000		OCT FEDEX POSTAGE	*	149.58	
								149.58 001402

							TOTAL FOR BANK A	18,696.16
							TOTAL FOR REGISTER	18,696.16

DBBR DOUBLE BRANCH BSANCHEZ



Double Branch CDD
 c/o GMS, LLC
 475 West Town Place, Suite 114
 St. Augustine, FL 32092

September 8, 2017
 Project No: 01149.32000
 Invoice No: 0184959

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

Professional Services rendered through August 31, 2017

Task 01 General Consulting Engineering Services for 2014/2015

Professional Personnel

	Hours	Rate	Amount
Principal - Vice President	3.00	195.00	585.00
Totals	3.00		585.00
Total Labor			585.00

	Current	Prior	To-Date
Total Billings	585.00	8,865.00	9,450.00
Contract Limit			10,000.00
Remaining			550.00

Total this Task \$585.00

Task XP Expenses

Total this Task 0.00

Invoice Total this Period \$585.00

1-31-513.311.
23

SEP 29 2017

England-Thim & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
 14775 Old St. Augustine Road • Jacksonville, Florida 32258 • tel 904-642-8990 • fax 904-646-9485
 CA 00062684 LC 0000316

Billing Backup

Friday, September 8, 2017

ENGLAND, THIMS & MILLER, INC.

Invoice 0184959 Dated 9/8/2017

9:33:04 AM

Project 01149.32000 Double Branch CDD - 2014/2015 General Consulting Engineering Services (WA#18A)

Task 01 General Consulting Engineering Services for 2014/2015

Professional Personnel

			Hours	Rate	Amount
	Principal - Vice President				
23320	Ma, Ka Tai	8/12/2017	1.00	195.00	195.00
23320	Ma, Ka Tai	8/19/2017	2.00	195.00	390.00
	Totals		3.00		585.00
	Total Labor				585.00

Total this Task \$585.00

Total this Project \$585.00

Total this Report \$585.00

England-Thims & Miller, Inc.

ENGINEERS • PLANNERS • SURVEYORS • GIS • LANDSCAPE ARCHITECTS
14776 Old St. Augustine Road • Jacksonville, Florida 32258 • Tel 904-642-8990 • Fax 904-646-9485
CA-9002284 LC-0060318

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1927
Invoice Date: 9/19/17
Due Date: 9/19/17
Case:
P.O. Number:

Bill To:
Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

Description	Hours/Qty	Rate	Amount
Assessment Roll Administration FY 2018		7,520.00	7,520.00
Total			\$7,520.00
Payments/Credits			\$0.00
Balance Due			\$7,520.00

Governmental Management Services, LLC

1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1930

Invoice Date: 10/2/17

Due Date: 10/2/17

Case:

P.O. Number:

Bill To:

Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092



Description	Hours/Qty	Rate	Amount
Management Fees October 2017 1.31.513.34		4,804.75	4,804.75
Information Technology - October 2017 1.31.513.351		161.83	161.83
Dissemination Agent Services - October 2017 1.31.513.313		83.33	83.33
Office Supplies 1.31.513.51		23.70	23.70
Postage 1.31.513.42		18.61	18.61
Copies 1.31.513.425		199.80	199.80
Telephone 1.31.513.41		9.14	9.14

35

Total \$5,301.16

Payments/Credits \$0.00

Balance Due \$5,301.16



3513 U.S. Hwy. 17 • Fleming Island, FL 32003
Phone: (904) 264-3200



1102 A1A North, Unit 106 • Ponte Vedra Beach, FL 32082
Phone: (904) 285-8631

Advertising Invoice

DOUBLE BRANCH CDD
C/O GMS 475 WEST TOWN PLACE
SUITE 114
ST AUGUSTINE, FL 32092

Cust#:986814
Ad#:274644
Phone#:904-940-5850
Date:09/19/2017

1-31-513-48
104

Salesperson: Clay Legals Classification: Legal Notice Ad Size: 1.0 x 4.70

Advertisement Information:

Description	Start	Stop	Ins.	Cost/Day	Total
Clay Today	10/05/2017	10/05/2017	1	63.45	63.45

Payment Information:

Date:	Order#	Type
09/19/2017	274644	BILLED ACCOUNT

Total Amount: 63.45
Tax: 0.00
Amount Due: 63.45

Attention: Requests for credits or refunds for early cancellations must be made within 90 days.

Ad Copy

NOTICE OF MEETING DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, October 16, 2017, at 4:00 pm, at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone.

Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the



"10/16/17 Notice of Meeting"
1-310-513-48
104

PUBLISHER AFFIDAVIT
CLAY TODAY
Published Weekly
Orange Park, Florida

STATE OF FLORIDA
COUNTY OF CLAY:

Before the undersigned authority personally appeared Jon Cantrell, who on oath says that he is the publisher of the "Clay Today" a newspaper published weekly at Orange Park in Clay County, Florida; that the attached copy of advertisement being a

NOTICE OF MEETING

in the matter of

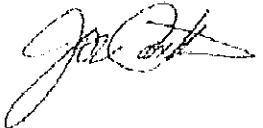
OCTOBER MEETING

LEGAL: 40376 ORDER: 274644

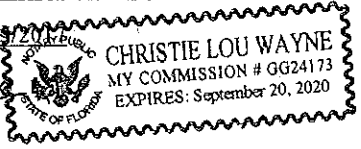
was published in said newspaper in the issues:

10/05/2017

Affiant further says that said "Clay Today" is a newspaper published at Orange Park, in said Clay County, Florida, and that the said newspaper has heretofore been continuously published in said Clay County, Florida, weekly, and has been entered as Periodical material matter at the post office in Orange Park, in said Clay County, Florida, for period of one year next proceeding the first publication of the attached copy of advertisement; and affiant further says that he has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



NOTICE OF MEETING
DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
The regular meeting of the Board of Supervisors of the Double Branch Community Development District will be held on Monday, October 16, 2017, at 4:00 pm, at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065. The meeting is open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agenda for this meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). This meeting may be continued to a date, time, and place to be specified on the record at the meeting. There may be occasions when one or more Supervisors will participate by telephone. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office. Each person who decides to appeal any action taken at these meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.
James A. Perry
District Manager
Legal 40376 published Oct 5, 2017 in Clay County's Clay Today newspaper

Sworn to me and subscribed before me 10/05/2017

Christie Lou Wayne
NOTARY PUBLIC, STATE OF FLORIDA

3515 US HWY 17 Suite A, Fleming Island FL 32003
Telephone (904) 264-3200 - FAX (904) 264-3285
E-Mail: Christie@opcfla.com



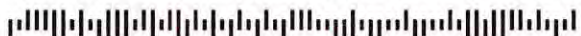
MORRIS PUBLISHING GROUP
PO BOX 1486
AUGUSTA, GA 30903-1486

INVOICE

INVOICE NUMBER 1000244162170930
ADVERTISER/CLIENT NAME DOUBLE BRANCH COMM DEVELOPMENT
BILLED ACCOUNT NUMBER 1000244162
ADVERTISER/CLIENT NUMBER 1000244162
BILLING PERIOD 09/01/2017 - 09/30/2017
TERMS OF PAYMENT NET DUE IN 30 DAYS

Please review your invoice and notify the credit department promptly if you have any disputes or reasons that would delay payment. All invoice charges are considered valid and due in full unless notified within 30 days of the invoice date. A fee of \$20.00 will be charged on all NSF checks.
Billing Inquiries: (866) 875-7917

1589 1 AB 0.403 E0026X I0030 D2902932645 S2 P4704057 0001:0001



DOUBLE BRANCH COMM DEVELOPMENT
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649



CURRENT NET DUE	30 DAYS	60 DAYS	90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
742.16	0.00	0.00	0.00	0.00	742.16

DATE	ORDER #	DESCRIPTION / COMMENTS / CHARGES	SAU Size BILLED UNITS	Time Run Rate	SUBTOTAL	NET AMOUNT
08/31/2017		Previous Balance				0.00
09/08/2017	C17388007	NOTICEOFMEETINGSDOUB Classified Line Ads 09/08/2017	160.000LN 160.000LN			742.16



1-31-513.48
7

CURRENT NET DUE	30 DAYS	60 DAYS	90 DAYS	UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
742.16	0.00	0.00	0.00	0.00	742.16

TO VIEW AND PAY ONLINE GO TO: <http://morrispublishinggrp.billtrust.com> USE THIS ENROLLMENT CODE: HRK HMB HKG

MORRIS PUBLISHING GROUP
PO BOX 1486
AUGUSTA, GA 30903-1486

▲ PLEASE DETACH AND RETURN LOWER PORTION WITH YOUR PAYMENT ▲

BILLING PERIOD	BILLING DATE	INVOICE NUMBER
09/01/2017 - 09/30/2017	09/30/2017	1000244162170930
BILLED ACCOUNT NUMBER		ADVERTISER/CLIENT NUMBER
1000244162		1000244162
TOTAL AMOUNT DUE		REMITTANCE AMOUNT
742.16		

IF PAYING BY CREDIT CARD, PLEASE COMPLETE THIS SECTION

SELECT ONE: Visa® MasterCard® Discover® Amex®

CARD NUMBER

CARD HOLDER NAME (Please Print) _____ EXP. DATE _____

SIGNATURE _____

BILL TO:

DOUBLE BRANCH COMM DEVELOPMENT
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

REMITTANCE ADDRESS

MORRIS PUBLISHING GROUP
PO BOX 1486
AUGUSTA, GA 30903-1486

THE FLORIDA TIMES-UNION
Jacksonville, FL
Affidavit of Publication

Florida Times-Union

DOUBLE BRANCH CDD
475 West Town Place, Suite 114
St. Augustine, FL 32092

ACCT #: 1000244162
AD#: 17388007

State of Florida
County of Duval

Before the undersigned authority personally appeared Sharon Walker who on oath says she is a Legal Advertising Representative of The Florida Times-Union, a daily newspaper published in Jacksonville in Duval County, Florida; that the attached copy of advertisement is a legal ad published in The Florida Times-Union. Affiant further says that The Florida Times-Union is a newspaper published in Jacksonville, in Duval County, Florida, and that the newspaper has heretofore been continuously published in Duval County, Florida each day, has been entered as second class mail matter at the post office in Jacksonville, in Duval County, Florida for a period of one year proceeding the first publication of the attached copy of advertisement; and affiant further says that he/she has neither paid nor promised any person, firm or corporation any discount, rebate, commission, or refund for the purpose of securing this advertisement for publication in said newspaper.

PUBLISHED ON: 09/08/2017

FILED ON: 09/08/2017

**NOTICE OF MEETINGS
DOUBLE BRANCH
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Double Branch Community Development District will hold their regularly scheduled public meetings for Fiscal Year 2018 at 4:00 p.m. at the Plantation Oaks Amenity Center, 845 Oakleaf Plantation Parkway, Orange Park, Florida 32065 on the second Monday of each month as follows, except where indicated:

October 16, 2017 (*third Monday)
November 13, 2017
December 11, 2017
January 8, 2018
February 12, 2018 @ 6:00 p.m.
March 12, 2018
April 9, 2018
May 14, 2018
June 11, 2018
July 9, 2018
August 13, 2018 @ 6:00 p.m.
September 10, 2018

The meetings are open to the public and will be conducted in accordance with the provisions of Florida Law for Community Development Districts. A copy of the agendas for each meeting may be obtained from the District Manager, 475 West Town Place, Suite 114, St. Augustine, Florida 32092 (and phone (904) 940-5850). The meetings may be continued to a date, time, and place to be specified on the record at the meetings. There may be occasions when one or more Supervisors will participate by telephone.

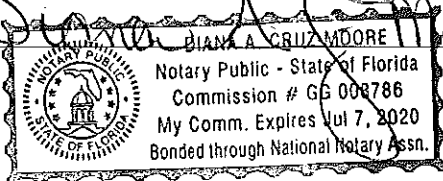
Any person requiring special accommodations for the meetings because of a disability or physical impairment should contact the District Office at (904) 940-5850 at least two calendar days prior to the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8770, for aid in contacting the District Office.

Each person who decides to appeal any action taken at the meetings is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made, including the testimony and evidence upon which such appeal is to be based.

James A Perry
Manager

Name: Sharon Walker Title: Legal Advertising Representative
In testimony whereof, I have hereunto set my hand and affixed my official Seal, the day and year aforesaid.

NOTARY:



Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

September 29, 2017

Double Branch Community Development District
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 96294
Billed through 08/31/2017

General Counsel (O&M)
DBRNCH 00001 JMW



1-31-513-315
15

FOR PROFESSIONAL SERVICES RENDERED

08/09/17	JMW	Prepare draft parking and towing policies and board memorandum	0.80 hrs
08/10/17	JMW	Review proposed budget; confer with staff.	0.60 hrs
08/16/17	AHJ	Calendar adopted board meeting dates.	0.10 hrs
08/17/17	JMW	Review annual meeting notice.	0.30 hrs
08/18/17	JMW	Review village center improvement options; confer with county regarding same.	0.40 hrs
08/31/17	JMW	Confer with county attorney regarding regional sports park agreement history and terms; review interlocal agreement.	0.70 hrs
Total fees for this matter			\$670.50

MATTER SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Walters, Jason M.	2.80 hrs	235 /hr	\$658.00
TOTAL FEES			\$670.50

TOTAL CHARGES FOR THIS MATTER

\$670.50

BILLING SUMMARY

Jaskolski, Amy H. - Paralegal	0.10 hrs	125 /hr	\$12.50
Walters, Jason M.	2.80 hrs	235 /hr	\$658.00
TOTAL FEES			\$670.50

TOTAL CHARGES FOR THIS BILL

\$670.50

Please include the bill number on your check.

Hopping Green & Sams

Attorneys and Counselors

119 S. Monroe Street, Ste. 300
P.O. Box 6526
Tallahassee, FL 32314
850.222.7500

===== STATEMENT =====

September 29, 2017

Double Branch Community Development District
c/o GMS, LLC
475 West Town Place, Suite 114
St. Augustine, FL 32092

Bill Number 96295
Billed through 08/31/2017



Monthly Meeting (O&M)
DBRNCH 00101 JMW

FOR PROFESSIONAL SERVICES RENDERED

08/01/17 JMW Review draft meeting agenda; confer with staff.
08/04/17 JMW Prepare for and attend agenda conference call.
08/10/17 JMW Meeting preparation; confer with staff.
08/11/17 JMW Meeting preparation; review agenda package materials; conference with staff.
08/14/17 JMW Meeting preparation; travel to and attend regular board meeting; return travel.
08/29/17 JMW Review draft agenda items.
08/30/17 JMW Prepare for and attend agenda conference call.

1-31-513-315
15

Total fees for this matter \$1,700.00

DISBURSEMENTS

Travel 98.58
Travel - Meals 149.97
Bill Tracking Service 5.03
Total disbursements for this matter \$253.58

MATTER SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$253.58

TOTAL CHARGES FOR THIS MATTER \$1,953.58

BILLING SUMMARY

TOTAL FEES \$1,700.00
TOTAL DISBURSEMENTS \$253.58

=====

TOTAL CHARGES FOR THIS BILL

\$1,953.58

Please include the bill number on your check.

JIMMY WEEKS
 CLAY COUNTY TAX COLLECTOR

REMINDER NOTICE OF CURRENT AND DELINQUENT REAL ESTATE TAXES
 NOTICE OF AD-VALOREM TAXES AND NON AD-VALOREM ASSESSMENTS

ACCOUNT NUMBER	ESCROW CD	ASSESSED VALUE	EXEMPTIONS	TAXABLE VALUE	MILLAGE CODE
050425-007868-031-20		SEE TAX ROLL	SEE TAX ROLL	SEE TAX ROLL	001

PRIOR YEARS TAX DUE

DOUBLE BRANCH COMM DEV DIST
 475 WEST TOWN PL STE 114
 SAINT AUGUSTINE FL 32092

LOT 20 VILLAGE CENTER UNIT 1 @
 OAKLEAF PLANTATION

PAY IN US FUNDS TO JIMMY WEEKS * CLAY COUNTY TAX COLLECTOR * 477 HOUSTON ST. 1st FLR, PO BOX 218, GREEN COVE SPRINGS, FL 32043 * (904) 269-6320

YEAR	FOLIO NUMBER	IF PAID BY	10/31/2017	IF PAID BY	11/30/2017	IF PAID BY	12/29/2017
2016	12122.0000		381.01		385.14		389.27
2015	12031.0000		377.83		377.83		378.35
2014	11861.0000		492.34		496.63		500.92
2013	11845.0000		284.55		286.47		288.38
			1,535.73			1,546.07	1,556.92

This is a listing of Delinquent Taxes due on your property. Interest accrues on the first of each month and payment must be received by the dates shown to avoid further interest; no postmarks are accepted. If a Tax Deed, Certificate Purchase, or Transfer takes place the amounts are subject to change. Tax Certificates 2 years or older are eligible for a Tax Deed. Payments must be made by CASH, CASHIER'S CHECK, MONEY ORDER, or CREDIT CARD to Clay County Tax Collector. Payments are accepted in the Green Cove, Bear Run, Park Avenue, and Keystone Offices Monday - Friday, 8:30 - 5:00 or at www.claycountytax.com by Credit Card Only.

JIMMY WEEKS
 CLAY COUNTY TAX COLLECTOR

REMINDER NOTICE OF CURRENT AND DELINQUENT REAL ESTATE TAXES
 NOTICE OF AD-VALOREM TAXES AND NON AD-VALOREM ASSESSMENTS

ACCOUNT NUMBER	ESCROW CD	ASSESSED VALUE	EXEMPTIONS	TAXABLE VALUE	MILLAGE CODE
050425-007868-031-20		SEE TAX ROLL	SEE TAX ROLL	SEE TAX ROLL	001

PRIOR YEARS TAX DUE

DOUBLE BRANCH COMM DEV DIST
 475 WEST TOWN PL STE 114
 SAINT AUGUSTINE FL 32092

LOT 20 VILLAGE CENTER UNIT 1 @
 OAKLEAF PLANTATION

RETURN WITH PAYMENT

RETURN THIS PART

PLEASE PAY IN US FUNDS TO JIMMY WEEKS * CLAY COUNTY TAX COLLECTOR * 477 HOUSTON ST. 1st FLR, PO BOX 218, GREEN COVE SPRINGS, FL 32043 * (904) 269-6320

IF PAID BY PLEASE PAY	Oct 31, 2017	Nov 30, 2017	Dec 29, 2017
	1,535.73	1,546.07	1,556.92

0000000000 0000000000 0000000121220000 0001 1

Florida Department of Economic Opportunity, Special District Accountability Program
FY 2017/2018 Special District Fee Invoice and Update Form
 Required by Sections 189.064 and 189.018, Florida Statutes, and Chapter 73C-24, Florida Administrative Code

Invoice No.: 70545			Date Invoiced: 10/02/2017
Annual Fee: \$175.00	Late Fee: \$0.00	Received: \$0.00	Total Due, Postmarked by 12/04/2017: \$175.00

STEP 1: Review the following information, make changes directly on the form, and sign and date:

1. Special District's Name, Registered Agent's Name, and Registered Office Address:



Double Branch Community Development District

Mr. Jason M. Walters
 Hopping, Green & Sams
 119 South Monroe Street, Suite 300
 Tallahassee, FL 32301

- 2. Telephone: (850) 222-7500
- 3. Fax: (850) 224-8551
- 4. Email: jasonw@hgslaw.com
- 5. Status: Independent
- 6. Governing Body: Elected
- 7. Website Address: www.doublebranchcdd.com
- 8. County(ies): Clay
- 9. Function(s): Community Development
- 10. Boundary Map on File: 08/08/2002
- 11. Creation Document on File: 08/08/2002
- 12. Date Established: 07/03/2002
- 13. Creation Method: Rule of the Governor and Cabinet
- 14. Local Governing Authority: Clay County
- 15. Creation Document(s): Rule 42FF-1.001 - 1.003, Florida Administrative Code
- 16. Statutory Authority: Chapter 190, Florida Statutes
- 17. Authority to Issue Bonds: Yes
- 18. Revenue Source(s): Assessments
- 19. Most Recent Update: 10/11/2016

I do hereby certify that the information above (changes noted if necessary) is accurate and complete as of this date.

Registered Agent's Signature:  Date 10/19/17

STEP 2: Pay the annual fee or certify eligibility for the zero fee:

- a. **Pay the Annual Fee:** Pay the annual fee online by following the instructions at www.Floridajobs.org/SpecialDistrictFee or by check payable to the Department of Economic Opportunity.
- b. **Or, Certify Eligibility for the Zero Fee:** By initialing each of the following items, I, the above signed registered agent, do hereby certify that to the best of my knowledge and belief, **ALL** of the following statements contained herein and on any attachments hereto are true, correct, complete, and made in good faith as of this date. I understand that any information I give may be verified.
 - 1. This special district and its Certified Public Accountant determined the special district is not a component unit of a local general-purpose government.
 - 2. This special district is in compliance with the reporting requirements of the Department of Financial Services.
 - 3. This special district reported \$3,000 or less in annual revenues to the Department of Financial Services on its Fiscal Year 2015/2016 Annual Financial Report (if created since then, attach an income statement verifying \$3,000 or less in revenues).

Department Use Only: Approved: Denied: Reason: _____

STEP 3: Make a copy of this form for your records.

STEP 4: Mail this form and payment (if paying by check) to the Department of Economic Opportunity, Bureau of Budget Management, 107 E. Madison Street, MSC 120, Tallahassee, FL 32399-4124. Direct any questions to (850) 717-8430.

Rick Scott
GOVERNOR



Cissy Proctor
EXECUTIVE DIRECTOR

FLORIDA DEPARTMENT of
ECONOMIC OPPORTUNITY

To: All Special District Registered Agents
From: Jack Gaskins Jr., Special District Accountability Program
Date: October 2, 2017

Subject: Fiscal Year 2017/2018 Annual Special District Fee and Update
Post-Marked Due Date is December 4, 2017

This memo contains the instructions for complying with the annual fee and update requirement using the enclosed combined *Fiscal Year 2017/2018 Annual Special District Fee Invoice and Update Form* (the "form"). To avoid a \$25 late fee, the payment must be post-marked or paid online by **December 4, 2017**.

The Purpose of the Annual Fee

Chapter 189, Florida Statutes (the Uniform Special District Accountability Act), requires the Florida Department of Economic Opportunity's Special District Accountability Program (the "Program"), to perform a number of duties and responsibilities as they relate to special districts. The Legislature does not appropriate general revenue to pay the costs involved. Instead, section 189.018, Florida Statutes, requires the Program to collect an annual fee from each special district. The annual fee remains at \$175 per special district, unless the special district certifies that it is eligible for a zero fee. For more information about the Program and the annual fee, see www.FloridaJobs.org/SpecialDistricts.

The Purpose of Reviewing and Updating the Special District's Profile

One of the Program's responsibilities is to continuously maintain specific information about each special district and make it publically available through the *Official List of Special Districts Online* (www.FloridaJobs.org/OfficialList). More than 685 state and local agencies use this list to coordinate activities with special districts, classify and compile financial information and monitor Florida's 1,685-plus active special districts. Therefore, it is important for each registered agent to annually review the special district's profile to determine if anything needs to be corrected or updated.

Reminders

Each newly created special district must have an official website by the end of the first full fiscal year after its creation. All other special districts should already be maintaining a website. If your special district's official website address is not listed on the enclosed form, please provide it. For more information about website requirements, please visit www.FloridaJobs.org/SDWebsites#Req.

The *Florida Special District Handbook Online* (www.FloridaJobs.org/SpecialDistrictHandbook) covers general operating procedures, such as reporting requirements, for all types of special districts. The Program encourages each special district to review this handbook regularly to help ensure compliance with state accountability standards.

(TURN OVER FOR INSTRUCTIONS)

Florida Department of Economic Opportunity | Caldwell Building | 107 E. Madison Street | Tallahassee, FL 32399
850.245.7105 | www.floridajobs.org
www.twitter.com/FLDEO | www.facebook.com/FLDEO

An equal opportunity employer/program. Auxiliary aids and service are available upon request to individuals with disabilities. All voice telephone numbers on this document may be reached by persons using TTY/TTD equipment via the Florida Relay Service at 711.



Invoice Number 5-963-38894	Invoice Date Oct 17, 2017	Account Number	Page 1 of 5
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Billing Address:

GMS/DOUBLE RANCH
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

Shipping Address:

GMS/DOUBLE RANCH
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649

**Invoice Questions?
Contact FedEx Revenue Services**

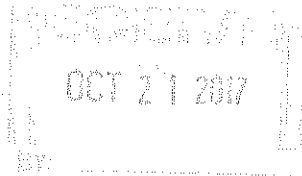
Phone: (800) 622-1147
M-F 7 AM to 8 PM CST
Sa 7 AM to 6 PM CST
Fax: (800) 548-3020
Internet: www.fedex.com

Invoice Summary Oct 17, 2017**FedEx Express Services**

Transportation Charges		123.87
Special Handling Charges		25.71
Total Charges	USD	\$149.58
TOTAL THIS INVOICE	USD	\$149.58

Other discounts may apply.

1-31-513-42
13



Detailed descriptions of surcharges can be located at fedex.com

To ensure proper credit, please return this portion with your payment to FedEx.
Please do not staple or fold. Please make check payable to FedEx.

For change of address, check here and complete form on reverse side.

Invoice Number 5-963-38894	Account Number	Amount Due USD \$149.58
--------------------------------------	-----------------------	-----------------------------------

Remittance Advice**Your payment is due by Nov 01, 2017**

0044562 01 AB 0.400 **AUTO T8 0 1289 32092-364939 -C01-P44606-I1



GMS/DOUBLE RANCH
475 W TOWN PL STE 114
SAINT AUGUSTINE FL 32092-3649



FedEx
P.O. Box 660481
DALLAS TX 75266-0481



60011890010184

Invoice Number
5-963-38894

Invoice Date
Oct 17, 2017

Account Number

Adjustment Request Fax to (800) 548-3020

Use this form to fax requests for adjustments due to the reasons indicated below. Requests for adjustments due to other reasons, **including** service failures, should be submitted by going to www.fedex.com or calling 800.622.1147. Please use multiple forms for additional requests.

Please complete all fields in black ink.

Requestor Name _____ Date ____/____/____

Phone _____ - _____ - _____ Fax # _____ - _____ - _____

E-mail Address _____ Yes, I want to update account contact with the above information.

Tracking Number	Bill to Account	\$ Amount
_____	_____	_____ . _____
_____	_____	_____ . _____
_____	_____	_____ . _____
_____	_____	_____ . _____
_____	_____	_____ . _____

ADR - Address Correction	INW - Incorrect Weight	OVS - Oversize Surcharge	For all Service failures or other surcharges please use our web site www.fedex.com or call (800) 622-1147
DVC - Declared Value	INS - Incorrect Service	RSU - Residential Delivery	
IAN - Invalid Acct #	OCF - Grd Pick-up Fee	PND - Pwrshp Not Delivered	
	OCS - Exp Pick-up Fee	SDR - Saturday Delivery	

Tracking Number	Code	\$ Amount	Rerate information only (round to nearest inch)			
			LBS	L	W	H
_____	_____	_____ . _____	_____	_____ X	_____ X	_____
_____	_____	_____ . _____	_____	_____ X	_____ X	_____
_____	_____	_____ . _____	_____	_____ X	_____ X	_____
_____	_____	_____ . _____	_____	_____ X	_____ X	_____
_____	_____	_____ . _____	_____	_____ X	_____ X	_____

Check all that apply Effective Date ____/____/____

<input type="checkbox"/> Shipping Address (Physical Address)	<input type="checkbox"/> Billing Address Only <input type="checkbox"/> Billing Same As Shipping Address
Company _____	Company _____
Address _____	Address _____
Address _____	Address _____
Dept. _____	Dept. _____
Floor _____ Apt/Suite # _____	Floor _____ Apt/Suite # _____
City _____	City _____
State _____ Zip Code _____ - _____	State _____ Zip Code _____ - _____
Phone _____ - _____ - _____	Phone _____ - _____ - _____
Fax # _____ - _____ - _____	Fax # _____ - _____ - _____

**Invoice Number**

5-963-38894

Invoice Date

Oct 17, 2017

Account Number

Page

3 of 5

FedEx Express Shipment Detail By Payor Type (Original)**Ship Date:** Oct 09, 2017**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation	INET	Sender	Recipient
Tracking ID	770451908492	Sarah Sweeting	Scott Thomas
Service Type	FedEx Standard Overnight	GMS, LLC	3635 Sunset Oak Drive
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
Zone	02	SAINT AUGUSTINE FL 32092 US	
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Oct 10, 2017 12:15	Transportation Charge	24.59
Svc Area	A2	Residential Delivery	3.85
Signed by	see above	Fuel Surcharge	1.28
FedEx Use	000000000/1283/02	Total Charge	USD \$29.72

Ship Date: Oct 09, 2017**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation	INET	Sender	Recipient
Tracking ID	770451912750	Sarah Sweeting	Barry Morton
Service Type	FedEx 2Day	GMS, LLC	3109 HEARTHSTONE LN
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
Zone	02	SAINT AUGUSTINE FL 32092 US	
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Oct 10, 2017 12:43	Transportation Charge	16.50
Svc Area	A2	Residential Delivery	3.85
Signed by	see above	Fuel Surcharge	0.92
FedEx Use	000000000/5980/02	Total Charge	USD \$21.27

Ship Date: Oct 09, 2017**Cust. Ref.:** Double Branch**Ref.#2:****Payor:** Third Party**Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation	INET	Sender	Recipient
Tracking ID	770451917041	Sarah Sweeting	Chad Davis
Service Type	FedEx 2Day	GMS, LLC	600 Longcrest Lane
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114	ORANGE PARK FL 32065 US
Zone	02	SAINT AUGUSTINE FL 32092 US	
Packages	1		
Rated Weight	1.0 lbs, 0.5 kgs		
Delivered	Oct 10, 2017 12:54	Transportation Charge	16.50
Svc Area	A2	Residential Delivery	3.85
Signed by	see above	Fuel Surcharge	0.92
FedEx Use	000000000/5980/02	Total Charge	USD \$21.27

Invoice Number
5-963-38894

Invoice Date
Oct 17, 2017

Account Number

Ship Date: Oct 09, 2017 **Cust. Ref.:** Double Branch **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation	INET	Sender		Recipient	
Tracking ID	770451921982	Sarah Sweeting		Cindy Nelsen	
Service Type	FedEx 2Day	GMS, LLC		1394 CANOPY OAKS DR	
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114		ORANGE PARK FL 32065 US	
Zone	02	SAINT AUGUSTINE FL 32092 US			
Packages	1				
Rated Weight	1.0 lbs, 0.5 kgs				
Delivered	Oct 10, 2017 12:25	Transportation Charge			16.50
Svc Area	A2	Residential Delivery			3.85
Signed by	see above	Fuel Surcharge			0.92
FedEx Use	000000000/5980/02	Total Charge		USD	\$21.27

Ship Date: Oct 09, 2017 **Cust. Ref.:** Double Branch CDD **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- The delivery commitment for FedEx 2Day to residences (including home offices) is 7 P.M. the second business day for A1, A2, AA, A3, A4, A5, A6, AM, PM, and RM service areas.
- Distance Based Pricing, Zone 2
- Package Delivered to Recipient Address - Release Authorized

Automation	INET	Sender		Recipient	
Tracking ID	770451927877	Sarah Sweeting		Charles T. Horton	
Service Type	FedEx 2Day	GMS, LLC		2958 Thorncrest Drive	
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114		ORANGE PARK FL 32065 US	
Zone	02	SAINT AUGUSTINE FL 32092 US			
Packages	1				
Rated Weight	1.0 lbs, 0.5 kgs				
Delivered	Oct 10, 2017 12:49	Transportation Charge			16.50
Svc Area	A2	Residential Delivery			3.85
Signed by	see above	Fuel Surcharge			0.92
FedEx Use	000000000/5980/02	Total Charge		USD	\$21.27

Ship Date: Oct 09, 2017 **Cust. Ref.:** Double Branch **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- Distance Based Pricing, Zone 2

Automation	INET	Sender		Recipient	
Tracking ID	770451932567	Sarah Sweeting		Jason Waiters	
Service Type	FedEx 2Day	GMS, LLC		Hopping Green and Sams	
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114		119 S MONROE ST	
Zone	02	SAINT AUGUSTINE FL 32092 US		TALLAHASSEE FL 32301 US	
Packages	1				
Rated Weight	2.0 lbs, 0.9 kgs				
Delivered	Oct 11, 2017 10:27	Transportation Charge			16.78
Svc Area	A2	Fuel Surcharge			0.76
Signed by	J.SMITH	Total Charge		USD	\$17.54
FedEx Use	000000000/5980/				

Ship Date: Oct 09, 2017 **Cust. Ref.:** Double Branch **Ref.#2:**
Payor: Third Party **Ref.#3:**

- Fuel Surcharge - FedEx has applied a fuel surcharge of 4.50% to this shipment.
- Distance Based Pricing, Zone 2

Automation	INET	Sender		Recipient	
Tracking ID	770451936492	Sarah Sweeting		Peter Ma	
Service Type	FedEx 2Day	GMS, LLC		England Thims & Miller, Inc.	
Package Type	FedEx Pak	475 W. Town Pl., Ste. 114		14775 OLD SAINT AUGUSTINE RD	
Zone	02	SAINT AUGUSTINE FL 32092 US		JACKSONVILLE FL 32258 US	
Packages	1				
Rated Weight	1.0 lbs, 0.5 kgs				
Delivered	Oct 10, 2017 12:56				

Continued on next page



Invoice Number 5-963-38894	Invoice Date Oct 17, 2017	Page 5 of 5
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Tracking ID: 770451936492 continued

Svc Area	A2	Transportation Charge	16.50
Signed by	K.LENNON	Fuel Surcharge	0.74
FedEx Use	000000000/5980/	Total Charge	USD \$17.24
		Third Party Subtotal	USD \$149.58
		Total FedEx Express	USD \$149.58

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/05/17	00454	9/21/17 119683	201709 320-57200-62000	TWO DOOR CONTROLLER DWG DISTRIBUTION	*	1,269.49	1,269.49 005119
10/05/17	00545	9/16/17 09162017	201709 300-22300-10000	RENTAL DEPOSIT REFUND	*	250.00	
		9/16/17 09162017	201709 300-22300-10000	RENTAL DEPOSIT REFUND FABIOLA TROCHE	V	250.00-	.00 005120
10/05/17	00508	9/15/17 104786-I	201709 320-57200-63100	COUPLED PUMP MOTOR	*	858.00	
		9/15/17 104786-I	201709 320-57200-63100	SHIPPING KG POWER SYSTEMS	*	78.00	936.00 005121
10/05/17	00208	10/04/17 10042017	201709 300-20700-10100	9/22/17-9/28/17 SECURITY MIDDLE VILLAGE CDD	*	546.00	546.00 005122
10/05/17	00186	10/01/17 13129557	201710 320-57200-46300	OCT POOL MAINTENANCE	*	1,903.02	
		10/01/17 13129557	201710 320-57200-46300	FUEL POOLSURE	*	108.18	2,011.20 005123
10/05/17	00382	8/29/17 91712968	201708 330-57200-61100	8/29/17 MAT CLEANING	*	46.00	
		9/05/17 91712985	201709 330-57200-61100	9/5/17 MAT CLEANING	*	46.00	
		9/12/17 91713004	201709 330-57200-61100	9/12/17 MAT CLEANING	*	46.00	
		9/19/17 91713022	201709 330-57200-61100	9/19/17 MAT CLEANING UNIFIRST CORPORATION	*	46.00	184.00 005124
10/05/17	00503	10/01/17 334766	201710 320-57200-12000	OCT AQUATICS DIR/ASSIST VESTA PROPERTY SERVICES	*	4,228.67	4,228.67 005125
10/05/17	00399	9/20/17 90582926	201709 330-57200-50000	SEPTEMEBER BASE CHARGE XEROX CORPORATION	*	25.95	25.95 005126
10/12/17	00007	9/30/17 PB781684	201709 320-57200-34900	SEP REFUSE ADVANCED DISPOSAL	*	302.30	302.30 005127

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#	INVOICE DATE	INVOICE	YRMO	DPT	ACCT#	SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNT	CHECK AMOUNT	CHECK #
10/12/17	00551	10/06/17	10062017	201710	300	36900	10300		RENTAL DEPOSIT REFUND	*	100.00		
									AMY BAKER			100.00	005128
10/12/17	00551	10/06/17	10062017	201710	300	36900	10300		RENTAL DEPOSIT REFUND	*	100.00		
									AMY BAKER			100.00	005129
10/12/17	00550	10/06/17	10062017	201710	300	36900	10300		RENTAL DEPOSIT REFUND	*	100.00		
									ARTHUR LOONEY			100.00	005130
10/12/17	00033	7/03/17	82358	201707	320	57200	46610		JUNE SERVICE AGREEMENT	*	168.00		
		7/03/17	82358	201707	320	57200	46610		TRUCK CHARGE	*	25.00		
									CERTIFIED AIR CONTRACTORS, INC.			193.00	005131
10/12/17	00033	7/24/17	82908	201707	320	57200	63100		REPAIR AC/ADD FREON	*	1,360.00		
									CERTIFIED AIR CONTRACTORS, INC.			1,360.00	005132
10/12/17	00092	10/02/17	1931	201710	310	51300	34000		OCT FACILITY MANAGEMENT	*	7,955.83		
									GOVERNMENTAL MANAGEMENT SERVICES			7,955.83	005133
10/12/17	00548	10/08/17	10082017	201710	300	36900	10300		RENTAL DEPOSIT REFUND	*	50.00		
									KELSEY MANGHAM			50.00	005134
10/12/17	00208	10/07/17	10072017	201710	300	20700	10100		9/29/17-10/5/17 SECURITY	*	624.00		
									MIDDLE VILLAGE CDD			624.00	005135
10/12/17	00518	10/01/17	17094177	201710	320	57200	46200		OCT LANDSCAPE MAINTENANCE	*	26,314.50		
									R&D LANDSCAPE & IRRIGATION			26,314.50	005136
10/12/17	00297	10/02/17	200	201710	320	57200	61000		OCT JANITORIAL SERVICES	*	2,079.00		
									RIVERSIDE MANAGEMENT SERVICES, INC			2,079.00	005137
10/12/17	00297	10/02/17	201	201710	330	57200	61100		OCT JANITORIAL- FITNESS	*	1,005.42		
									RIVERSIDE MANAGEMENT SERVICES, INC			1,005.42	005138

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB	SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK.... AMOUNT #
10/12/17	00549	10/06/17 10062017	201710 300-36900-10300		RENTAL DEPOSIT REFUND	*	100.00	
					RODOLFO PABUSTAN			100.00 005139
10/12/17	00546	9/23/17 09232017	201709 300-36900-10300		RENTAL DEPOSIT REFUND	*	100.00	
					SHANNA KORSAH			100.00 005140
10/12/17	00422	8/23/17 41075744	201708 320-57200-61000		ZURN HANDLE KIT	*	239.80	
					SUPPLYWORKS			239.80 005141
10/12/17	00422	8/25/17 41107400	201708 320-57200-61000		ZURN HANDLE KIT	*	130.24	
					SUPPLYWORKS			130.24 005142
10/12/17	00422	9/29/17 41469200	201709 320-57200-61000		RENOWN PREM TWL	*	469.97	
					SUPPLYWORKS			469.97 005143
10/12/17	00503	9/30/17 335178	201709 330-57200-12100		SEP FITNESS CENTER STAFF	*	4,178.86	
		9/30/17 335178	201709 320-57200-34600		SEP POOL ATTENDANTS	*	11,495.09	
					VESTA PROPERTY SERVICES			15,673.95 005144
10/16/17	00172	10/05/17 10052017	201710 320-57200-43500		566-1 OAKLEAF VILLAGE	*	707.47	
		10/05/17 10052017	201710 320-57200-43500		716-1 WAKEMONT DRIVE	*	124.46	
		10/05/17 10052017	201710 320-57200-43500		3178-1 WANDERING OAKS DR	*	23.26	
		10/05/17 10052017	201710 320-57200-43500		1505-1 CANOPY OAKS DRIVE	*	53.70	
		10/05/17 10052017	201710 320-57200-43500		1591-1 CANOPY OAKS DRIVE	*	556.52	
		10/05/17 10052017	201710 320-57200-43500		3701-1 THOUSAND OAKS DR	*	25.66	
		10/05/17 10052017	201710 320-57200-43500		3713-1 THOUSAND OAKS DR	*	78.02	
		10/05/17 10052017	201710 320-57200-43500		1940-1 WOODSWORTH DRIVE	*	26.26	
		10/05/17 10052017	201710 320-57200-43500		3659-1 THOUSAND OAKS DR	*	25.66	
		10/05/17 10052017	201710 320-57200-43500		603-1 WATERFORD OAKS DR	*	28.06	

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #	
10/05/17		10052017	201710 320-57200-43500	1422-1 BITTERBERRY DRIVE	*	26.86		
10/05/17		10052017	201710 320-57200-43500	1206-1 BEDROCK DRIVE	*	27.46		
CLAY COUNTY UTILITY AUTHORITY							1,703.39	005145
10/16/17	00002	9/27/17 6755	201710 320-57200-43100	OCT REC ELECTRIC	*	4,343.00		
		9/27/17 6755	201710 320-57200-43000	OCT REC COMMON ELECTRIC	*	3,329.00		
		9/27/17 6755	201710 330-57200-43110	OCT FITNESS CENTER	*	1,340.00		
		9/27/17 6755	201710 320-57200-42900	OCT STREETLIGHTING	*	2,548.00		
CLAY ELECTRIC COOPERATIVE, INC							11,560.00	005146
10/19/17	00506	10/02/17 7372545	201709 320-57200-34500	9/1/17-9/30/17 SECURITY	*	4,235.79		
ALLIED UNIVERSAL							4,235.79	005147
10/19/17	00329	10/12/17 M16659	201710 320-57200-46300	OCT POOL MAINTENANCE	*	2,083.73		
CRYSTAL CLEAN POOL SERVICES, INC							2,083.73	005148
10/19/17	00552	10/11/17 10112017	201710 300-36900-10300	RENTAL DEPOSIT REFUND	*	100.00		
MARIE EDMOND							100.00	005149
10/19/17	00208	10/16/17 10162017	201710 300-20700-10100	10/6/17-10/12/17 SECURITY	*	546.00		
MIDDLE VILLAGE CDD							546.00	005150
10/19/17	00324	10/11/17 40905	201710 320-57200-46610	OCT GENERAL PEST CONTROL	*	155.00		
PAULA'S PEST CONTROL, INC							155.00	005151
10/26/17	00285	10/19/17 SSI07654	201709 320-57200-34510	SEP EMPLOYMENT FEE	*	277.50		
		10/19/17 SSI07654	201709 320-57200-34510	SEP SCHEDULING FEE	*	187.50		
CLAY COUNTY SHERIFF'S OFFICE							465.00	005152
10/26/17	00545	10/20/17 10202017	201710 300-22300-10000	RENTAL DEPOSIT REFUND	*	250.00		
FABIOLA TROCHE							250.00	005153

DBBR DOUBLE BRANCH BSANCHEZ

CHECK DATE	VEND#INVOICE..... DATE INVOICE	...EXPENSED TO... YRMO DPT ACCT# SUB SUBCLASS	VENDOR NAME	STATUS	AMOUNTCHECK..... AMOUNT #
10/26/17	00092	10/18/17 1933	201710 300-36900-10300	EVENT STAFF THRU 10/12/17	*	1,104.50	
							1,104.50 005154

10/26/17	00092	10/05/17 1932	201709 300-36900-10300	EVENT STAFF THRU 9/28/17	*	1,382.50	
							1,382.50 005155

10/26/17	00092	10/18/17 1934	201709 320-57200-46600	SEP FACILITY MAINT- GEN	*	2,295.00	
		10/18/17 1934	201709 320-57200-46620	SEP FACILITY MAINT - CONT	*	2,480.00	
		10/18/17 1934	201709 330-57200-47100	SEP FACILITY MAINT-FITNES	*	677.00	
		10/18/17 1934	201709 320-57200-46630	SEP LIGHT REPAIRS	*	710.58	
		10/18/17 1934	201709 320-57200-46400	SEP COMMON AREA MAINT	*	1,847.00	
							8,009.58 005156

10/26/17	00208	10/23/17 10232017	201710 300-20700-10100	10/13-10/19/17 SECURITY	*	604.50	
							604.50 005157

						98,299.31	
						98,299.31	

DBBR DOUBLE BRANCH BSANCHEZ



Ph: 516-933-4900
Fx: 516-933-4910

OCT 03 2017

Invoice

Invoice #	119683
Invoice Date	9/21/2017
Payment Due	10/21/2017

Bill To
Jay Soriano GMS LLC 370 Oakleaf Village Pkwy Orange Park, FL 32065

Ship To
Jay Soriano GMS LLC 370 Oakleaf Village Pkwy Orange Park, FL 32065

P.O. Number / Job Name	Terms	Rep	Account #	Ship/Ready	F.O.B.	Web Order#
PO #: JS091317	Net 30	CP	23908	9/21/2017	FCA NY	201855
Qty	Item Code	Description			Price Each	Amount
4	KT-300PCB128	KT-300 two door controller PCB only, 128KB memory			624.00	2,496.00
1	UPS Ground Commercial	UPS Ground Shipping - Commercial 1ZE065094277028643			42.99	42.99

Code to:
2-330-572-493 (\$1269.50)
Middle Village Rec. Passes
2-330-572-6200 (\$1269.49)
Double Branch Rec. Passes

454

	Subtotal	\$2,538.99
	Sales Tax (0.0%)	\$0.00
Please make all checks payable to "DWG"	Total	\$2,538.99
This invoice is subject to the terms and conditions posted at www.dwgdistribution.com .	Payments/Credits	\$0.00
	Balance Due	\$2,538.99

From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: DBCDD refund of cancellation request
Date: September 16, 2017 at 11:05 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com



Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR(Oakleaf Village Clubroom) 10:00 a.m. - 2:00 p.m.
- o DATE OF EVENT - Saturday, October 7, 2017
- o RESIDENT – FABIOLA TROCHE
- o ADDRESS – 3009 TOWER OAKS DRIVE, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$250.00
 - CANCELLED VENUE via email dated 9/5/17 at 4:14 p.m. requesting cancellation in writing - qualifies for FULL REFUND.
 - DEPOSIT CHECK - check was deposited due to receiving a denial record #5790026 when attempt was made to process through check reader
- o RENTAL FEE was via CHECK #328 and DEPOSIT FEE was via CHECK #327, both drawn on JPMorgan Chase
 - DATED: 8/8/2017
 - AMOUNT: \$100.00 for DEPOSIT
 - AMOUNT: \$150.00 for RENTAL
 - DEPOSITED: 8/18/17
 - TOTAL \$250.00

Let me know if you have any questions or require any additional information.

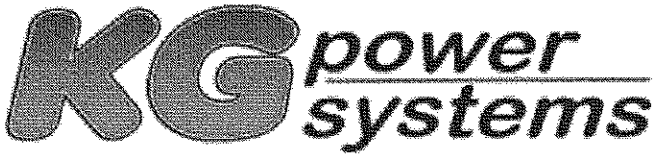
Thank you.

--

I will be out of the office MONDAY, September 18, 2017 and TUESDAY, September 19 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will respond at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
[\(904\) 770-4661](tel:904-770-4661) voice email
[\(904\) 375-9285](tel:904-375-9285) ext. 3
www.oakleafresidents.com



150 LASER COURT, HAUPPAUGE, NY 11788
 631-342-1171 • FAX: 631-342-1172
 www.kgpowersystems.com

PRODUCTS

**Gardner
 Denver**

Air Compressors
 Electric Motors
 Variable Frequency Drives
 Pumps
 Service

SOLD TO:
 Double Branch Community Devel
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

SHIP TO:
 Double Branch Community Devel
 370 Oakleaf Village Pkwy
 Orange Park, FL 32065

INV#: 0104786-IN
 INV DATE: 9/15/2017
 ORD#: 0021914
 SP#: OS DG
 CUST#: DOUBLEB
 PH: 914-342-1991
 FX:

CONFIRM TO: Jay Soriano

CUSTOMER P.O. order #1	SHIP VIA TRK	F.O.B.	TERMS Net 30 Days				PRICE	AMOUNT
ITEM NO.	UNIT	ORDERED	SHIPPED	BACK ORD				
00001	UJ10P2DM US Motor/Emerson TEFC Close Coupled pump motor (10HP, 208-230/460V, 3 PH, 1800RPM)	EACH	1.00	1.00	0.00	858.00	858.00	

2.32.572.631
 508

Net Invoice:	858.00
Shipping & Handling:	78.00
NONTAX Sales Tax:	0.00
Invoice Total:	\$936.00

Clay County Sheriff's Office

P.O. Box 548
Green Cove Springs, FL 32043

INVOICE



INVOICE DATE: OCTOBER 4, 2017
WEEK OF: 9/22-28/17

TO:
Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/22/17	WES SMITH	1700-2300	6	26.00	156.00
9/23/17	MATT WILLIAMS	1700-2300	6	26.00	156.00
9/24/17	WAYNE SIMANDL	1700-2300	6	26.00	156.00
9/25/17	STEVEN HILLS	1700-2300	6	26.00	156.00
9/26/17	EVA SOLIS	1700-2200	6	26.00	156.00
9/27/17	WES SMITH	1700-2300	6	26.00	156.00
9/28/17	MATT WILLIAMS	1700-2300	6	26.00	156.00
DEPUTY SIGNATURE:				TOTAL	\$1092.00/2
					\$546.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



1707 Townhurst Dr.
Houston TX 77043
(800) 858-POOL (7665)
www.poolsure.com

Invoice

Date 10/1/2017

Invoice # 131295574529

Terms	Net 20
Due Date	10/21/2017
PO #	
Customer #	13OAK102

Bill To
Attn: Office Oakleaf Village/Double Branch c/o Double Branch Comm Dev 475 West Town Place Ste 114 St Augustine FL 32092

Ship To
Oakleaf Village/Double Branch Oak Leaf Plantation/ Double Branch 370 Oakleaf Village Parkway Orange Park FL 32065

Item ID	Description	Qty	Units	Amount
WM-CHEM-BASE	Water Management Seasonal Billing Rate	1	ea	1,903.02
Fuel Surcharge	Fuel/Environmental Transit Fee	1	ea	108.18

RECEIVED
SEP 18 2017
BY: _____

2-32-572-463
186

Season Billing Schedule:
Summer - April through September monthly service
Winter - October through March monthly service

Total 2,011.20
Amount Due \$2,011.20

Remittance Slip

Customer 13OAK102
Invoice # 131295574529

Amount Due \$2,011.20

Amount Paid _____


Make Checks Payable To

Poolsure
PO Box 55372
Houston, TX 77255-5372



131295574529



INVOICE DATE	INVOICE #	AMOUNT	CUSTOMER COMMENTS
8/29/17	9171296807	46.00	
9/05/17	9171298593	46.00	
9/12/17	9171300441	46.00	
9/19/17	9171302254	46.00	
Code to: 2.330.57200.61100 Double Branch Fitness Janitorial 332			
STATEMENT DATE	ACCOUNT #	AMOUNT DUE	
9/25/17	999548	184.00	

CURRENT	30 DAYS	60 DAYS	90 DAYS and OVER
184.00			

Charges, Payments and Credits received after the above statement date will reflect on the next statement. Terms Net 30 days from date of invoice.

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
1446 HAINES STREET
JACKSONVILLE FL 32206

Please return This Stub With Your Payment

REMIT TO:

UNIFIRST CORPORATION
ATTENTION-ACCOUNTS RECEIVABLE
1446 HAINES STREET
JACKSONVILLE FL 32206

DOUBLE BRANCH CDD
370 OAKLEAG VILLAGE PKWY F
ORANGE PARK FL 32065

Statement Date:
9/25/17
Invoices Paid
Amount Paid
Customer Number
999548

INVOICE NUMBER 917 1296807 REMIT TO UniFirst Corporation
 INVOICE DATE 8/29/17 1446 HAINES STREET
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
 A/R NUMBER RTE# F3160
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

91712968077

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 1446 HAINES STREET JACKSONVILLE FL 32206

INVOICE 917 1296807 DATE 8/29/17 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 66891

S H I P T O
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

B I L L T O
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL 904/353-4121 RTE# F3160

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	12 80			3/12	2	
		4X6H OAKLEAF		1	6 40			3/12	1	
		MAT-4X6 U1ST GREAT I		2	12 80			4/12	2	
		DEFE CHARGE			14 00					
		INVOICE SUB-TOTAL			46 00					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN NOTS

SOIL PICK UP COUNT SH _____ P1 _____ OT _____ NO _____

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INVOICE NUMBER 917 1298593 REMIT TO UniFirst Corporation
 INVOICE DATE 9/05/17 1446 HAINES STREET
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
 A/R NUMBER RTE# F3160
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____ 91712985938

- Please Detach and Return With Payment -



UniFirst Corporation PAGE 001
 1446 HAINES STREET JACKSONVILLE FL 32206

INVOICE 917 1298593 DATE 9/05/17 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

S H I P T O
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

B I L L T O
 999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL 904/353-4121 RTE# F3160

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF		2	12 80			3/12	2	
		4X6H OAKLEAF		1	6 40			3/12	1	
		MAT-4X6 U1ST GREAT I		2	12 80			4/12	2	
		DEFE CHARGE			14 00					
		INVOICE SUB-TOTAL			46 00					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN NOTS

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

INVOICE NUMBER 917 1300441 REMIT TO UniFirst Corporation
 INVOICE DATE 9/12/17 1446 HAINES STREET
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
 AVR NUMBER RTE# F3160
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____ 9171300441U

- Please Detach and Return With Payment -



UniFirst Corporation
 1446 HAINES STREET

JACKSONVILLE

PAGE 001
 FL. 32206

INVOICE 917 1300441 DATE 9/12/17 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

SHIP TO
 999548
 DOUBLE BRANCH CDD
 1370 DAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

BILL TO
 999548
 DOUBLE BRANCH CDD
 1370 DAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL 904/353-4121 RTE# F3160

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H DAKLEAF		2	12 80			3/12	2	
		4X6H DAKLEAF		1	6. 40			3/12	1	
		MAT-4X6 U1S1 GREAT I		2	12 80			4/12	2	
		DEFE CHARGE			14 00					
		INVOICE SUB-TOTAL			46 00					
		TOTAL SERVICE CHANGES								
		AMOUNT DUE								

THIS IS YOUR ONLY INVCE- NET 30 DAYS PLEASE SIGN _____

SOIL PICK UP COUNT SH _____ PT _____ OT _____ NO _____

Please be advised that due to ongoing increases in core operational costs, beginning on or around 09/14/2017, you will see a modest increase to your UniFirst pricing. If you have any questions, please speak with your Route Sales Representative or call the number at the top of this invoice.

INVOICE NUMBER 917 1302254 REMIT TO UniFirst Corporation
 INVOICE DATE 9/19/17 1446 HAINES STREET
 CUSTOMER# (BILL TO) 999548 JACKSONVILLE FL 32206
 A/R NUMBER RTE# F3160
 CUSTOMER DOUBLE BRANCH CDD



PAYMENT AMOUNT \$ _____

9171302254Y

- Please Detach and Return With Payment -



UniFirst Corporation
 1446 HAINES STREET

JACKSONVILLE

PAGE 001
 FL 32206

INVOICE 917 1302254 DATE 9/19/17 PAYMENT TERMS CHARGE PURCHASE ORDER CONTRACT 668911

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999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

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999548
 DOUBLE BRANCH CDD
 370 OAKLEAG VILLAGE PKWY
 ORANGE PARK FL 32065

IF YOU HAVE A QUESTION REGARDING THIS INVOICE, CALL

904/353-4121

RTE# F3160

LKR/DEPT.	PER NUM.	DESCRIPTION OF SERVICE	SVC RED.	BILLED		TAX AMOUNT	ADJ. AMOUNT	ADD DATE	DEL. QTY.	PICK UP
				QTY.	AMOUNT					
		4X6H OAKLEAF	---	2	12 80			3/12	2	
		4X6H OAKLEAF	---	1	6 40			3/12	1	
		MAT-4X6 U1ST GREAT I	---	2	12 80			4/12	2	
		DEFE CHARGE	---		14. 00					
		INVOICE SUB-TOTAL	---		46 00					
		TOTAL SERVICE CHANGES	---							
		AMOUNT DUE	---							
THIS IS YOUR ONLY INVCE- NET 30-DAYS PLEASE SIGN <u>NOTS</u>										
		SOIL PICK UP COUNT	SH	PT	OT	ND				

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Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 250
Jacksonville FL 32202

Invoice # 334766
Date 10/1/2017
Terms Net 30
Due Date 10/31/2017
Memo Oct. 2017 Fees

Bill To

Double Branch C.D.D.
Community Manager
370 Oakleaf Village Parkway
Orange Park FL 32065

Description	Quantity	Rate	Amount
Services of Aquatics Director and Assistant at Double Branch C.D.D.	1	4,228.67	4,228.67

Thank you for your business.

Total \$4,228.67

Oct Aquatics Dir/Assist
2-320-572-120
S03



Customer Information

XEROX CORPORATION
PO BOX 660502
DALLAS TX
75266-0502
WWW.XEROX.COM/MYACCT

THE EASY WAY
TO ORDER SUPPLIES
CALL OUR TOLL
FREE NUMBER
1-800-822-2200

Purchase Order Number

Special Reference

Contract Number

NET 30 DAYS
Terms Of Payment

Telephone 888-435-6333
Please Direct Inquiries To:
Ship To/Installed At:

DOUBLE BRANCH
COMM DEV DIST
PKWY
370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

Bill To:
2460-001
 DOUBLE BRANCH
COMM DEV DIST
STE 114
475 W TOWN PL
SAINT AUGUSTINE FL
32092

09-20-17
Invoice Date
090582926
Invoice Number
720343326
Customer Number

MFP3635X1 MFP3635X W/EIP

SER.# BB1-867777
SPLY-MAINT - COST PER COPY PLAN
AMOUNT

BASE CHARGE	SEPTEMBER	25.95
	SUB TOTAL	25.95
	TOTAL	25.95

THIS IS A 12 MONTH AGREEMENT WHICH INCLUDES MAINTENANCE
AND SUPPLY CHARGES

2-33-572-50
399

SEP 29 2017

XEROX FEDERAL IDENTIFICATION #16-0468020

PLEASE INCLUDE THIS STUB WITH YOUR PAYMENT, OR WRITE YOUR INVOICE NUMBER(S) ON YOUR CHECK.

Ship To/Installed At
DOUBLE BRANCH
COMM DEV DIST
PKWY
370 OAKLEAF VILLAGE
ORANGE PARK FL
32065

Bill To
DOUBLE BRANCH
COMM DEV DIST
STE 114
475 W TOWN PL
SAINT AUGUSTINE FL
32092

When Paying By Mail
Send Payment To:
XEROX CORPORATION
P.O. BOX 827598
PHILADELPHIA, PA
19182-7598



Please check here if your "Bill To" address or "Ship To/Installed At" location has changed and complete reverse side.

Invoice Amount

PLEASE PAY THIS AMOUNT
01-569-8562 4 720343326 090582926 09-20-17
RR002414 M 070117
03 6M1E SETY W 00000 5933 1 B15

\$25.95
VFL40

202100008070060 0905829267 0300025954 272034332688

Invoice Payment



ADVANCED DISPOSAL
CLAY COUNTY - PB
7580 PHILIPS HWY
JACKSONVILLE FL 32256

Pay By Phone: 1-877-720-1583
Phone PIN: 1270063350000

Due to increasing costs, your next invoice may reflect a slight increase.

Advanced Disposal is a company bringing fresh ideas and solutions to a clean environment. Should you have questions about charges, please see the back of this invoice, call your service representative or go to www.AdvancedDisposal.com.

RETURN SERVICE REQUESTED

OAKLEAF PLANTATION
C/O DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

Account Information	
Account Number	PB006335
Site Number	0000
Invoice Date	September 30, 2017
Invoice Number	PB0000871684
Account Summary	
Previous Balance	\$2,608.82
Payments/Adjustments	\$0.00
Current Invoice Amount	\$302.30
Amount Due	\$2,911.12
Due Date	Upon Receipt
Invoice Breakdown	
Current	\$302.30
30 days - past due	\$529.94
60 days - past due	\$527.10
90 days - past due	\$1,551.78
It's easy being Green...sign up for ebill and auto pay at http://www.AdvancedDisposal.com/billpay	
Contact Us	
(904) 783-7000	
JacksonvilleFL@AdvancedDisposal.com	

Previous Balance		\$2,608.82
Payments and Adjustments		\$0.00
OAKLEAF PLANTATION RECREATION CENTER (0001) 370 OAKLEAF VILLAGE PKWY ORANGE PARK, FL		
Date	Description	Reference
1.00 - 6.00YD:COMM FL TRASH (001)		
09/30/17	TRASH STANDARD SERVICE: 09/01/17-09/15/17	
	Fuel Fee	175.00
	Clay Co Franchise Fee	28.53
	Environmental Fee	42.00
	SITE TOTAL	267.30
09/15/17	ACCOUNT SUSPENSION FEE	35.00
	Current Charges	\$302.30
	Amount Due	\$2,911.12

2-32-572-349
7

How to Pay Your Bill

Online Bill Pay
Great for regular payments

Visit www.advanceddisposal.com/billpay to enroll in online bill pay methods.

With the Advanced Disposal online bill payment system, you are able to:

- Make a one-time payment
- Setup your account for automatic recurring payments

If you would like assistance, please contact us at 1-800-355-2108 and we will be happy to assist you in getting set up.

Pay by Mail
Best for sending a regular check

Please mail your check made payable to Advanced Disposal to address listed below.

Please do not send correspondence to this address.

Please assist us by including the **remittance portion** (the perforated bottom section of your invoice) along with your check or money order to ensure your payment is posted quickly and accurately.

Pay by Phone
Good for a one time payment

Call 1-877-720-1583 to make your payment by phone.

To ensure fastest service, please have your Phone PIN ready, which can be found at the top of your invoice.

We accept MasterCard, Visa, American Express and Discover. An automated voice service will process your payment. This option is ideal for making single payments.

PLEASE RETURN THIS PORTION WITH PAYMENT

Printed on recycled paper

Advanced Disposal
ADVANCED DISPOSAL
CLAY COUNTY - PB
7580 PHILIPS HWY
JACKSONVILLE FL 32256

Please check box for address change and print new address on reverse side.

Due Date: Upon Receipt

Customer Billing Address:
OAKLEAF PLANTATION
C/O DOUBLE BRANCH CDD
370 OAKLEAF VILLAGE PKWY
ORANGE PARK, FL 32065

Remit Payment To:
(Please do not send CASH via mail)
Advanced Disposal
Clay County - PB
PO BOX 743019
ATLANTA GA 30374-3019

IF PAYING BY CREDIT CARD, FILL OUT BELOW.		CHECK CARD USING FOR PAYMENT	
CARD NUMBER	AMOUNT PAID	<input type="checkbox"/> VISA	
SIGNATURE	EXP. DATE	<input type="checkbox"/> MASTER CARD	
		<input type="checkbox"/> AMERICAN EXP.	
		<input type="checkbox"/> DISCOVER	
ACCOUNT #	INVOICE #	AMT. ENCLOSED	
PB006335	PB0000871684		
INVOICE TOTAL	BALANCE DUE		
\$302.30	\$2,911.12		

HOW TO READ YOUR BILL

LOCAL OFFICE AND CONTACT INFORMATION

Use the number listed for the local Advanced Disposal office if you have specific questions about your invoice or service. All correspondence should be directed to the email, phone number and address set forth on the front of the invoice.

CUSTOMER BILLING ADDRESS AND CUSTOMER SERVICE ADDRESS

This information has been provided by you to Advanced Disposal. If your billing address has changed, please notify your Local Office.

ACCOUNT INFORMATION AND ACCOUNT SUMMARY

The Account Information summarizes account information, including the Invoice Date. The Invoice Date is the date the invoice was generated and mailed. The Account Summary lists your balances, payments and adjustments, and invoice amount for the current period. The Previous Balance includes amounts billed previously for which Advanced Disposal has not received payment.

AMOUNT DUE

The Amount Due includes all service charges, fees or assessments, and any adjustments, as well as all applicable taxes and governmental charges and fees, and, subject to your applicable service agreement or unless otherwise agreed, is due upon receipt of your invoice. Advanced Disposal may impose monthly interest on all past due service related charges, (including the base service rate, Fuel Fee, Environmental Fee, Administrative Fee, etc.) at an interest rate equal to 18% APR, or a minimum of \$5.95, unless specifically prohibited by applicable law, in which case interest shall be assessed at the highest rate allowed by applicable law.

SUBJECT TO YOUR APPLICABLE SERVICE AGREEMENT OR UNLESS OTHERWISE AGREED, ADVANCED DISPOSAL RESERVES THE RIGHT TO INCREASE SERVICE RATES AND ALL FEES AND ASSESSMENTS WITHOUT PRIOR NOTICE OR CONSENT, TO ADJUST FOR COST INCREASES OR TO ACHIEVE, AMONG OTHER THINGS, AN OPERATING MARGIN ACCEPTABLE TO ADVANCED DISPOSAL AND ITS AFFILIATES. Consent, if required, to any changes in service rates, fees or assessments may be evidenced verbally, in or by the actions and practices of the parties, or by payment of the invoice service rates, fees, and assessments. If you do not object, in writing, within 30 days of the Invoice Date, then you shall have conclusively agreed that such invoice is correct in all respects, whether paid or not.

ENVIRONMENTAL FEE, FUEL FEE AND ADMINISTRATIVE FEE; OTHER FEES

Subject to the terms of your applicable service agreement or unless otherwise agreed, Advanced Disposal reserves the right to impose environmental, fuel and administrative fees, and any other fees and assessments, included on the front of the invoice, and Advanced Disposal also reserves the right to increase or decrease these fees or assessments at any time and for any reason by showing the amount on the front of the invoice. THE FUEL AND ENVIRONMENTAL FEES ARE NOT A TAX OR SURCHARGE IMPOSED BY OR REMITTED TO ANY GOVERNMENTAL OR REGULATORY AGENCY; IT IS ADVANCED DISPOSAL'S CHARGE AND IS NOT PAID TO ANY GOVERNMENT OR REGULATORY AGENCY. The amount of the environmental, fuel and administrative fee, and any other fees or assessments, reflected on your invoice is not designed to be specific to the direct costs and expense to service your account, but rather is designed to address changes in Advanced Disposal's and its affiliates' overall costs and expenses and to achieve an operating margin acceptable to Advanced Disposal and its affiliates. For additional information, including examples of environmental compliance costs and updated fuel information, please contact your Local Office or visit us at www.advanceddisposal.com.

Environmental Fee. The Environmental Fee helps to cover company wide direct and indirect costs and expenses with respect to environmental compliance and incurred in order to operate our collection, transfer, landfill, materials recovery facilities, and landfill gas-to-energy operations in a safe and environmentally responsible manner. Unless otherwise agreed, the Environmental Fee is a percentage of your total invoice charges, not including fees and taxes, as shown on the invoice, which may change from time-to-time.

Fuel Fee. There are fuel and other petrochemical (oil, lubricants, etc.) direct and indirect costs associated with Advanced Disposal and its affiliates' collection, transfer, landfill and material recovery facilities in multiple states and geographic regions. Unless otherwise agreed, the Fuel Fee is a percentage of your total invoice charges, not including fees and taxes, as shown on the invoice, which may change from time-to-time. The Fuel Fee is designed to help recover increases in these costs and, unless otherwise agreed, is intended to fluctuate with the average monthly diesel price as reported by the U.S. Energy Information Administration/Department of Energy (EIA/DOE) Retail On-Highway Diesel Fuel Price Index. As a result, the Fuel Fee may change on a monthly basis.

Administrative Fee. The Administrative Fee is based on Advanced Disposal's overall estimated costs and expenses for billing and collection functions, including but not limited to, human resources, print mail, lock box services, bank charges, and bad debt. If you are making automatic payments, and receiving paperless invoices, you will receive a discounted Administrative Fee. Unless otherwise agreed, the Administrative Fee is a flat rate as stated on the front of the invoice.

Other Charges. Additional charges may be incurred due to events such as new or additional service or equipment related requests, new or additional fees imposed on Advanced Disposal by governmental or regulatory agencies (for example, franchise fees), resumed services previously suspended for nonpayment, missed or extra pick ups, etc. When incurred, such charges will appear on the front of the invoice.

IMPORTANT MESSAGES

This is an area on the front of the invoice designated for special notifications, including changes in payment terms. Further, we periodically review and revise our company's general service guidelines, therefore, please also visit our website to read special terms and conditions that may apply.

PAYMENT REMITTANCE

Please remit payment to the address noted on the perforated portion of the invoice, which should be included with your payment. Please do not send cash via mail.

WISCONSIN CUSTOMERS

State and local laws require everyone in Wisconsin to recycle newspaper, office paper, magazines, cardboard and glass/plastic/aluminum/steel food and beverage containers. Yard waste, tires, appliances, motor oil and lead acid batteries must be recycled as well but may not be included in your recycling service. Please contact your local Advanced Disposal office for more information regarding your recycling service and recycling options in your area.

Change of Address

Please print correct address below:

Name _____

Address _____

City _____ State _____ Zip _____

Phone (Home) _____ Phone (Mobile) _____ Phone (Work) _____

Email _____

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: October 6, 2017 at 8:48 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Club Room)
- o DATE OF VENUE – September 30, 2017 (SATURDAY) 10:00 a.m. - 2:00 p.m.
- o RESIDENT – AMY BAKER
- o ADDRESS – 404 MAHONEY LOOP, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$100.00 - resident requested
- o DEPOSIT was via MASTER CARD (8755)
 - DATED 8/7/17
 - INVOICE# 0004
 - BATCH# 000383
 - APPROVAL CODE# 123629
 - AMOUNT: \$100.00

2-360-369-103
 551
 OCT 09 2017

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
08/07/17	08/07/17	09/30/17	Amy Baker - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--

I will be out of the office WEDNESDAY, October 11, 2017 and THURSDAY, October 12, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact i

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com

[\(904\) 770-4661](tel:904-770-4661) voice email

[\(904\) 375-9285](tel:904-375-9285) ext. 3

www.oakleafresidents.com

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: October 6, 2017 at 8:51 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OV PATIO (Oakleaf Village Patio)
- o DATE OF VENUE – October 1, 2017 (SUNDAY) 10:00 a.m. - 2:00 p.m.
- o RESIDENT – AMY BAKER
- o ADDRESS – 404 MAHONEY LOOP, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$100.00 - resident requested
- o DEPOSIT was via MASTER CARD (8031)
 - DATED 8/7/17
 - INVOICE# 0002
 - BATCH# 000383
 - APPROVAL CODE# 169880
 - AMOUNT: \$100.00

2.300-369.103
 551
 OCT 09 2017

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
08/07/17	08/07/17	10/01/17	Amy Baker - OV PATIO DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--

I will be out of the office WEDNESDAY, October 11, 2017 and THURSDAY, October 12, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact i

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: October 6, 2017 at 8:33 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Club Room)
- o DATE OF VENUE – April 15, 2017 (SATURDAY) 7:00 p.m. - 11:00 p.m.
- o RESIDENT – ARTHUR LOONEY
- o ADDRESS – 990 OTTER CREEK DRIVE, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$100.00 - No longer has credit card
- o DEPOSIT was via VISA
 - DATED: 2/21/17
 - INVOICE# 0002
 - BATCH# 000309
 - APPROVAL CODE# 010591
 - AMOUNT: \$100.00

2.300.369.103
 550
 OCT 09 2017

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
02/21/17	02/21/17	04/15/17	Arthur Looney - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

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I will be out of the office WEDNESDAY, October 11, 2017 and THURSDAY, October 12, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact i

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

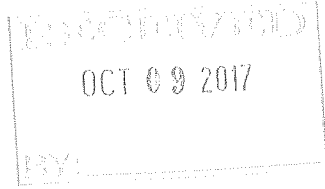
venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

Certified Air Contractors, Inc
 State Certification #CACO08251
 4505 Marquette Avenue
 Jacksonville FL 32210
 Phone: 904-389-7950
 Fax: 904-389-4925

INVOICE

DATE	INVOICE #	CUST #
7/3/2017	0000082358	0150002

BILL TO:
 Oakleaf Plantation
 Orange Park FL 32073



SHIP TO:
 Oakleaf Plantation Fitness Center
 382 Oakleaf Village Parkway
 Orange Park FL 32065

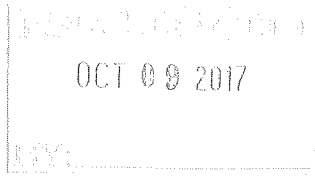
P.O. NUMBER		TERMS	DISPATCH NUMBER	
		NET 30	0150002060103	
QUAN		DESCRIPTION	PRICE EACH	AMOUNT
1.00		Service agreement billing for June 2017 performed July 2017. Changed all filters and cleared all drains at this time.	168.00	168.00
8.00	16X25X2TA	Filter TA 16x25x2		
1.00	20X25X2TA	Filter TA 20x25x2		
1.00		Truck Charge	25.00	25.00
<p>2.32.572.4661</p> <p>33</p>				
TOTAL				\$193.00

Certified Air Contractors, Inc
 State Certification #CACO08251
 4505 Marquette Avenue
 Jacksonville FL 32210
 Phone: 904-389-7950
 Fax: 904-389-4925

INVOICE

DATE	INVOICE #	CUST #
7/24/2017	0000082908	0150002

BILL TO:
 Oakleaf Plantation
 Orange Park FL 32073



SHIP TO:
 Oakleaf Plantation Double Branch
 370 Oakleaf Village Pkwy
 Orange Park FL 32065

P.O. NUMBER		TERMS		DISPATCH NUMBER			
		NET 30		22325			
QUAN	DESCRIPTION			PRICE EACH	AMOUNT		
Manufacturer	Model	Serial #	Type	Mfg Code	Warranty	Location	Agreement
AAON	CA0685CA-16-Z	20012-CCC102304	CU		4/28/2004	Fitness Cn	
		Aaon Unit not cooling properly. 7/17/17 Checked and found unit not metering properly. Unit needs TXV replaced located on R22 side. 7/24/17 Customer complaint circuit #2 not cooling well. Checked system and found condenser coil clogged. Chemically cleaned condenser coils and checked refrigerant charge. Visually leak checked system and added 14 lbs of R22. Sent report to Richard and placed unit back in service.					
1.00		Service Kit					
14.00	R-22	Freon R-22					
1.00		R-22 EPA Reporting					
1.00		Orange Coil Cleaner Gallon					
		Not to Exceed Original Price to complete quoted work			1,360.00		1,360.00
2.32.572.631							
TOTAL							\$1,360.00
PAID Check 5070							\$1,360.00
BALANCE							\$0.00

Governmental Management Services, LLC
1001 Bradford Way
Kingston, TN 37763

Invoice

Invoice #: 1931
Invoice Date: 10/2/17
Due Date: 10/2/17
Case:
P.O. Number:

Bill To:
Double Branch CDD
475 West Town Place
Suite 114
St. Augustine, FL 32092

OCT 05 2017

Description	Hours/Qty	Rate	Amount
Facility Management - Oakleaf Plantation - October 2017		7,955.83	7,955.83

2, 310, 513, 340

92

Total \$7,955.83

Payments/Credits \$0.00

Balance Due \$7,955.83

RMW
10-3-17

From: Oakleaf Venues venuere rentals@oakleafresidents.com
Subject: DBCDD refund of partial deposit - Late Check-out Violation
Date: October 8, 2017 at 7:37 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Club Room)
- o DATE OF VENUE – September 24, 2017 (SUNDAY) 5:00 p.m. - 9:00 p.m.
- o RESIDENT – KELSEY MANGHAM
- o ADDRESS – 547 RYKER WAY, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$50.00
 - DEPOSIT REFUND (deposit was reduced by 50% due to late check-out violation)
- o DEPOSIT was via VISA (6386)
 - DATED: 8/14/17
 - INVOICE 0003
 - BATCH# 000388
 - APPROVAL CODE 407305
 - AMOUNT: \$100.00

OCT 09 2017
 548
 2-300-369-103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
08/14/17	08/14/17	09/24/17	Kelsey Mangham - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

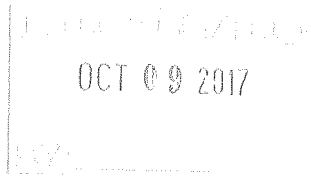
I will be out of the office WEDNESDAY, October 11, 2017 and THURSDAY, October 12, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact i

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuere rentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-0285 ext 3

Clay County Sheriff's Office

P.O. Box 548
Green Cove Springs, FL 32043



INVOICE

INVOICE DATE: OCTOBER 7, 2017
WEEK OF: 9/29-10/5/17

TO:
Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

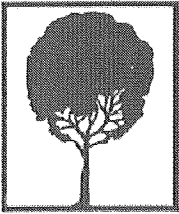
FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
9/29/17	DAVID VOLLER	1700-2300	6	26.00	156.00
9/29/17	JENNIFER COOPER	1700-2300	6	26.00	156.00
9/30/17	WAYNE SIMANDL	1700-2300	6	26.00	156.00
9/30/17	JENNIFER COOPER	1700-2300	6	26.00	156.00
10/1/17	WES SMITH	1700-2200	6	26.00	156.00
10/2/17	MATT WILLIAMS	1700-2300	6	26.00	156.00
10/4/17	STEVEN HILLS	1700-2300	6	26.00	156.00
10/5/17	BEN WASE	1700-2300	6	26.00	156.00

DEPUTY SIGNATURE:	TOTAL	\$1248.00/2
		\$624.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!



**R&D LANDSCAPE
& IRRIGATION**

7887 Safeguard Circle
Valley View, OH 44125

(904) 737-9733 • (904) 858-3314

FORMERLY:

DOWN TO EARTH

Invoice

Date	Invoice #
10/1/2017	17094177

Bill To
DOUBLE BRANCH CDD C/O GMS LCC 475 WEST TOWN PLACE, STE 114 ST. AUGUSTINE, FL 32092

PAID
 OCT 09 2017
 BY: _____

P.O. No.	Terms	Due Date
		10/1/2017

Description	Qty	Rate	Amount
DOUBLE BRANCH CDD Monthly - Property Maintenance - October 2017 Code to: 2-320-572-4620 Double Branch Landscape Maintenance 518	1	26,314.50	26,314.50
Please Make Checks Payable To: R&D Landscape & Irrigation		Invoice Total	\$26,314.50
Please Remit Payments To: 7887 Safeguard Circle Valley View, OH 44125		Payments/Credits	\$0.00
		Balance Due	\$26,314.50

Please remit payment
to the payee and
address listed below.
Thank you

Riverside Management Services, Inc

Jacksonville, FL 32257
9655 Florida Mining Blvd West

Invoice

Date	Invoice #
10/2/2017	200

Bill To
Double Branch CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

OCT 03 2017

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - October 2017 2, 320, 572, 610 297	2,079.00	2,079.00
		Total	\$2,079.00

RMW
10-5-17

Riverside Management Services, Inc

Jacksonville, FL 32257
9655 Florida Mining Blvd West

Invoice

Date	Invoice #
10/2/2017	201

Bill To
Double Branch CDD 475 West Town Place Suite 114 St. Augustine, FL 32092

OCT 03 2017

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
	Janitorial Services - October 2017 - Fitness Center 2, 33, 572, 611 297	1,005.42	1,005.42
		Total	\$1,005.42

RMLW
10-5-17

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: October 6, 2017 at 8:40 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Club Room)
- o DATE OF VENUE – October 1, 2017 (SUNDAY) 5:30 p.m. - 9:30 p.m.
- o RESIDENT – RODOLFO PABUSTAN
- o ADDRESS – 1908 HOLLY OAK DRIVE, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$100.00
- o DEPOSIT was via CHECK drawn on VyStar CU
 - CHECK# 2911
 - DATED: 8/24/17
 - AMOUNT: \$100.00
 - DEPOSITED 8/25/17

2.300.369.103
 549
 OCT 09 2017

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONICCH
08/25/17	08/25/17	10/01/17	Rodolfo Pabustan - OVCR DEPOSIT	DEPOSIT	\$ 100.00	29

Let me know if you have any questions or require any additional information.

Thank you.

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I will be out of the office WEDNESDAY, October 11, 2017 and THURSDAY, October 12, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact i

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3
www.oakleafresidents.com

From: Oakleaf Venues venuerentals@oakleafresidents.com
Subject: DBCDD refund of cancellation request - DEPOSIT ONLY
Date: September 23, 2017 at 5:13 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

Good afternoon Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR (Oakleaf Village Clubroom) 2:30 p.m. to 6:30 p.m.
- o DATE OF EVENT - Saturday, September 23, 2017
- o RESIDENT – SHANNA KORSAH
- o ADDRESS – 3667 MIDDLEBROOK DRIVE, ORANGE PARK, FL 32065
- o AMOUNT OF REFUND - \$100.00
 - CANCELLED VENUE via phone call on 9/21/17 - qualifies for FULL DEPOSIT REFUND.
- o DEPOSIT FEE were paid via VISA
 - DEPOSIT FEE \$100.00
 - INVOICE# 0004
 - BATCH# 000370
 - APPROVAL CODE# 04100D (1962)

2.300.369.103

PAYMENT DATE	SETTLEMENT DATE	EVENT DATE	DESCRIPTION	HOURS	AMOUNT	ELECTRONIC
07/01/17	07/01/17	09/23/17	Shanna Korsah - OVCR DEPOSIT	DEPOSIT	\$ 100.00	

Let me know if you have any questions or require any additional information.

Thank you.

--

I will be out of the office WEDNESDAY, September 27, 2017 and THURSDAY, September 28 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, con

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
 (904) 770-4661 voice email
 (904) 375-9285 ext. 3

Supplyworks®

PO BOX 2317
Jacksonville, FL 32203-2317

OCT 10 2017

INVOICE

Page 1 of 1

SHIPPED TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

INVOICE DATE 08/23/17
INVOICE NUMBER 410757447
ACCOUNT NUMBER 645245
ORDER NUMBER 9292971

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

FOR INQUIRIES CALL:
(866) 412-6726 FAX : (877) 712-6726

www.supplyworks.com

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON			
08/22/17	9292971		JAX1 - DR22	NET 30 DAYS	WILLIAM WOODR			
LN ITEM NO.	CAT DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT	T
1 835629	1 ZURN HANDLE KIT B-50-A Old Item Number: 190181	6	0	6	EA	4.82	0.00	
2 713379	1 DIAPHRAGM KIT FULL FLOW CLOSET	4	4	0	EA	24.26	97.04	
3 100764	1 ZURN AQUAFLUSH FLUSHOMETER REB	3	3	0	EA	35.54	106.62	
4 BWP12503	1 OPTISOURCE HAND SOAP LOTION 1250ML	4	4	0	CS	67.00	268.00	
5 REN06002-WB	8 RENOWN TWL M/F WHT 9-1/8 X 9-1/2 - \$7.95 Handling Charge	8	0	8	CS	32.56*	0.00	

Delivery information for this invoice may be found at: <http://www.supplyworks.com>

Code to: Split
Double Branch - Janitorial
2-330-572-6100 #239.80
Middle Village - Janitorial
2-330-572-342

422

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
1,106.33	0.00	7.95	0.00	479.61

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE

Supplyworks®

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
645245	08/23/17	410757447	479.61

BILL TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

NET
AMOUNT
PAID

REMIT TO:

SupplyWorks
PO Box 404468
Atlanta, GA 30384-4468

Supplyworks®

PO BOX 2317
Jacksonville, FL 32203-2317

OCT 10 2017

INVOICE

Page 1 of 1

SHIPPED TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

INVOICE DATE 08/25/17
INVOICE NUMBER 411074008
ACCOUNT NUMBER 645245
ORDER NUMBER 9292971-2

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

FOR INQUIRIES CALL:
(866) 412-6726 FAX : (877) 712-6726

www.supplyworks.com

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON				
08/22/17	9292971-2		JAX1 - DR22	NET 30 DAYS	WILLIAM WOODR				
LN ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT	T
1	835629	1 ZURN HANDLE KIT B-50-A Old Item Number: 190181	6	0	6	EA	4.82	0.00	
2	REN06002-WB	8 RENOWN TWL M/F WHT 9-1/8 X 9-1/2 - Delivery information for this invoice may be found at: http://www.supplyworks.com	8	8	0	CS	32.56*	260.48	

Code to: Split
Double Branch - Janitorial \$ 130.24
Middle Village - Janitorial 422
2-330-572-6100
2-330-572-342

NET MERCHANDISE TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
260.48	0.00	0.00	0.00	260.48

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR REMITTANCE

Supplyworks®

ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
645245	08/25/17	411074008	260.48

BILL TO:

DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

NET
AMOUNT
PAID

REMIT TO:

SupplyWorks
PO Box 404468
Atlanta, GA 30384-4468

PO BOX 2317
Jacksonville, FL 32203-2317

SHIPPED TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

INVOICE DATE 09/29/17
INVOICE NUMBER 414692004
ACCOUNT NUMBER 645245
ORDER NUMBER 9883213

SOLD TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

FOR INQUIRIES CALL:
(866) 412-6726 FAX : (877) 712-6726

www.supplyworks.com

ORDER DATE	ORDER NO.	CUSTOMER P.O.	SHIPPED VIA	TERMS	SALESPERSON				
09/28/17	9883213		JAXTHD	NET 30 DAYS	WILLIAM WOODR				
LN ITEM NO.	CAT	DESCRIPTION	ORDERED	SHIPPED	B/O	UOM	PRICE	EXT AMT	T
1	REN24512-CA	8 RENOWN LNR 40X46 .74MIL WHT - 25/RO	4	4	0	CS	39.66*	158.64	
2	RENO6189-WB	8 RENOWN PREM TWL 7.5"x60OFT WHT - IM	10	10	0	CS	55.65	556.50	
3	REN14512-CA	8 RENOWN LNR 40X48 12MIC NAT - NATURA	6	6	0	CS	36.14*	216.84	

\$7.95 Handling Charge
Delivery information for this invoice may be
found at: <http://www.supplyworks.com>

Code to: Split
Double Branch - Janitorial
2-330-572-6100 \$469.97
Middle Village - Janitorial 422
2-330-572-342

RECEIVED
OCT 10 2017
BY: _____

NET AMOUNT DUE	DISCOUNT	DISCOUNT TOTAL	FREIGHT	HANDLING	TAX	INVOICE TOTAL
931.98			0.00	7.95	0.00	939.93

RETAIN THIS PORTION OF THE INVOICE FOR YOUR RECORDS
RETURN THIS PORTION WITH YOUR REMITTANCE



ACCOUNT NUMBER	INVOICE DATE	INVOICE NUMBER	INVOICE AMOUNT DUE
645245	09/29/17	414692004	939.93

BILL TO:
DOUBLE BRANCH
370 OAKLEAF VILLAGE PARKWAY
ORANGE PARK FL 32065

REMIT TO:
SupplyWorks
PO Box 404468
Atlanta, GA 30384-4468

NET
AMOUNT
PAID

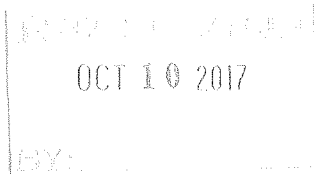


Invoice

Vesta Property Services, Inc.
245 Riverside Avenue
Suite 250
Jacksonville FL 32202

Invoice # 335178
Date 9/30/2017
Terms Net 30
Due Date 10/30/2017
Memo Lifeguard/Pool Septem...

Bill To
Double Branch C.D.D.
Community Manager
370 Oakleaf Village Parkway
Orange Park FL 32065



Description	Quantity	Rate	Amount
Lifeguard Hours for August 27 - Sept 26	493.57	15.30	7,551.62
Lifeguard Supervisor Hours for August 27 - Sept 26	126.95	18.13	2,301.60
Pool Attendant Hours for August 27 - Sept 26	106.27	15.45	1,641.87
Front desk staff Hours for September	266	15.71	4,178.86

Thank you for your business.

Total \$15,673.95

Code to:
2-330-572-1210
Double Branch Fit.Cntr. Staff
(\$4178.86)
Code to:
2-320-572-3460
Double Branch Pool Attendants
(\$11495.09)

503



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 3713-1 Thousand Oaks Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00206379
 Route #: MC05521144

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage	
Base Charges (Prepaid)			10/05/17 to 11/03/17			\$0.00	
Consumption Charges			Tier 1	0.0	x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0	x	0.00	\$0.00
			Tier 3	0.0	x	0.00	\$0.00
			Tier 4	0.0	x	0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage	
54004672	1.5	10/03/17	28	12749	12750	1	
Base Charges (Prepaid)						\$77.42	
Consumption Charges			Tier 1	1.0	x	0.60	\$0.60
Proration Factor: 0.9333			Tier 2	0.0	x	1.19	\$0.00
			Tier 3	0.0	x	1.79	\$0.00

Other Charges

Administrative Fees (Prepaid)		\$0.00
Capacity Fees (Prepaid)		\$0.00
Deposit Interest Refund		\$0.00
Current Charges		\$78.02
Past Due Balance (DUE IMMEDIATELY)		\$0.00
Late Charge (If Applicable)		\$0.00
TOTAL AMOUNT DUE		\$78.02

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$78.02 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$78.02 was posted to your account on 9/22/2017.

OCT 17 2017
 11:58 AM
 1007 1 100

Please return this portion with payment



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206379

3713-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521144

Route Group:27

ADDRESSEE:

6110 1 AB 0.400 17-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



MAIL PAYMENT TO:

Bill Date	10/05/17
Current Charges	\$78.02
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$78.02



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 3701-1 Thousand Oaks Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00206376
 Route #: MC05521142

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)				10/05/17 to 11/03/17		\$0.00
Consumption Charges				Tier 1	0.0 x 0.00	\$0.00
Proration Factor: 0.0000				Tier 2	0.0 x 0.00	\$0.00
				Tier 3	0.0 x 0.00	\$0.00
				Tier 4	0.0 x 0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges				0.0	x 0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
69062536	.75	10/03/17	28	596	600	4
Base Charges (Prepaid)						\$23.26
Consumption Charges				Tier 1	4.0 x 0.60	\$2.40
Proration Factor: 0.9333				Tier 2	0.0 x 1.19	\$0.00
				Tier 3	0.0 x 1.79	\$0.00

Other Charges

Administrative Fees (Prepaid)						\$0.00
Capacity Fees (Prepaid)						\$0.00
Deposit Interest Refund						\$0.00
Current Charges						\$25.66
Past Due Balance (DUE IMMEDIATELY)						\$0.00
Late Charge (If Applicable)						\$0.00
TOTAL AMOUNT DUE						\$25.66

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$25.66 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$26.26 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206376

3701-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521142

Route Group:27

Bill Date	10/05/17
Current Charges	\$25.66
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$25.66

ADDRESSEE:

MAIL PAYMENT TO:

6109 1 AB 0.400 17-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 3659-1 Thousand Oaks Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00206381
 Route #: MC05521233

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage	
Base Charges (Prepaid)			10/05/17 to 11/03/17			\$0.00	
Consumption Charges			Tier 1	0.0	x	0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0	x	0.00	\$0.00
			Tier 3	0.0	x	0.00	\$0.00
			Tier 4	0.0	x	0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage	
71191253	.75	10/03/17	28	952	956	4	
Base Charges (Prepaid)						\$23.26	
Consumption Charges			Tier 1	4.0	x	0.60	\$2.40
Proration Factor: 0.9333			Tier 2	0.0	x	1.19	\$0.00
			Tier 3	0.0	x	1.79	\$0.00

Other Charges

Administrative Fees (Prepaid)						\$0.00
Capacity Fees (Prepaid)						\$0.00
Deposit Interest Refund						\$0.00
Current Charges						\$25.66
Past Due Balance (DUE IMMEDIATELY)						\$0.00
Late Charge (If Applicable)						\$0.00
TOTAL AMOUNT DUE						\$25.66

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

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Please pay \$25.66 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$28.06 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206381

3659-1 Thousand Oaks Drive Reclaimed Irrigation

Route #:MC05521233

Route Group:27

Bill Date	10/05/17
Current Charges	\$25.66
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$25.66

ADDRESSEE:

MAIL PAYMENT TO:

6108 1 AB 0.400 17-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 1940-1 Woodworth Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00206380
 Route #: MC05521159

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
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Base Charges (Prepaid)	10/05/17 to 11/03/17					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00		\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
67643704	.75	10/03/17	28	1886	1891	5

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	5.0	x	0.60		\$3.00
Proration Factor: 0.9333	Tier 2	0.0	x	1.19		\$0.00
	Tier 3	0.0	x	1.79		\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$26.26
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$26.26

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

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Please pay \$26.26 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$27.46 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206380

1940-1 Woodworth Drive Reclaimed Irrigation

Route #:MC05521159

Route Group:27

Bill Date	10/05/17
Current Charges	\$26.26
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$26.26

ADDRESSEE:

MAIL PAYMENT TO:

6107 1 AB 0.400 17-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 603-1 Waterford Oaks Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00207243
 Route #: MC05522459

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			10/05/17 to 11/03/17			\$0.00
Consumption Charges			Tier 1	0.0	x 0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0	x 0.00	\$0.00
			Tier 3	0.0	x 0.00	\$0.00
			Tier 4	0.0	x 0.00	\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70067264	.75	10/03/17	28	67	75	8
Base Charges (Prepaid)						\$23.26
Consumption Charges			Tier 1	8.0	x 0.60	\$4.80
Proration Factor: 0.9333			Tier 2	0.0	x 1.19	\$0.00
			Tier 3	0.0	x 1.79	\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$28.06
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$28.06

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$28.06 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$28.06 was posted to your account on 9/22/2017.

Please return this portion with payment



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD


Customer #:00207243

603-1 Waterford Oaks Drive Reclaimed Irrigation

Route #:MC05522459

Route Group:27

ADDRESSEE:

6106 1 AB 0.400 17-16

DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



Bill Summary

Bill Date	10/05/17
Current Charges	\$28.06
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$28.06

MAIL PAYMENT TO:


CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 1505-1 Canopy Oaks Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00206125
 Route #: MC05522414

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/05/17 to 11/03/17					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00		\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

71385119	1	10/03/17	28	22	47	25
Base Charges (Prepaid)						\$38.70
Consumption Charges	Tier 1	25.0	x	0.60		\$15.00
Proration Factor: 0.9333	Tier 2	0.0	x	1.19		\$0.00
	Tier 3	0.0	x	1.79		\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$53.70
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$53.70

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$53.70 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$52.50 was posted to your account on 9/22/2017.

Please return this portion with payment



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206125

1505-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05522414

Route Group:27

ADDRESSEE:

6105 1 AB 0.400 17-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



Bill Summary

Bill Date	10/05/17
Current Charges	\$53.70
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$53.70

MAIL PAYMENT TO:



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: **DOUBLE BRANCH CDD**
 Service Address: **3178-1 Wandering Oaks Drive Reclaimed Irrigation**

Bill Date: 10/05/2017

Customer #: 00206121
 Route #: MC05522029

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)			10/05/17 to 11/03/17			\$0.00
Consumption Charges			Tier 1	0.0	x 0.00	\$0.00
Proration Factor: 0.0000			Tier 2	0.0	x 0.00	\$0.00
			Tier 3	0.0	x 0.00	\$0.00
			Tier 4	0.0	x 0.00	\$0.00

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

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Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges			0.0	x	0.00	\$0.00

Please pay \$23.26 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70945868	.75	10/03/17	29	13	13	0
Base Charges (Prepaid)						\$23.26
Consumption Charges			Tier 1	0.0	x 0.60	\$0.00
Proration Factor: 0.9667			Tier 2	0.0	x 1.19	\$0.00
			Tier 3	0.0	x 1.79	\$0.00

Your last payment of \$23.26 was posted to your account on 9/22/2017.

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$23.26
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$23.26

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

Bill Date	10/05/17
Current Charges	\$23.26
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$23.26

DOUBLE BRANCH CDD

Customer #:00206121

3178-1 Wandering Oaks Drive Reclaimed Irrigation

Route #:MC05522029

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6104 1 AB 0.400 16-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 1206-1 Bedrock Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00238254
 Route #: MC05521847

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/05/17 to 11/03/17					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00		\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

70003479	.75	10/03/17	28	280	287	7
Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	7.0	x	0.60		\$4.20
Proration Factor: 0.9333	Tier 2	0.0	x	1.19		\$0.00
	Tier 3	0.0	x	1.79		\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$27.46
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$27.46

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$27.46 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$28.06 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00238254

1206-1 Bedrock Drive Reclaimed Irrigation

Route #:MC05521847

Route Group:27

Bill Date	10/05/17
Current Charges	\$27.46
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$27.46

ADDRESSEE:

MAIL PAYMENT TO:

6103 1 AB 0.400 16-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/05/2017

Customer #: 00238253

Service Address: 1422-1 Bitterberry Drive Reclaimed Irrigation

Route #: MC05521740

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/05/17 to 11/03/17				\$0.00
Consumption Charges	Tier 1	0.0	x	0.00	\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00	\$0.00
	Tier 3	0.0	x	0.00	\$0.00
	Tier 4	0.0	x	0.00	\$0.00

Sewer

Base Charges (Prepaid)					\$0.00
Consumption Charges		0.0	x	0.00	\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)						\$23.26
Consumption Charges	Tier 1	6.0	x	0.60	\$3.60	
Proration Factor: 0.9333	Tier 2	0.0	x	1.19	\$0.00	
	Tier 3	0.0	x	1.79	\$0.00	

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$26.86
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$26.86

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$26.86 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$28.06 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

Bill Date	10/05/17
Current Charges	\$26.86
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$26.86

DOUBLE BRANCH CDD

Customer #:00238253

1422-1 Bitterberry Drive Reclaimed Irrigation

Route #:MC05521740

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6102 1 AB 0.400 16-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/05/2017

Customer #: 00201224

Service Address: 566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #: MC05521392

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/05/17 to 11/03/17					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00		\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

71247812	2	10/03/17	28	13656	14069	413
Base Charges (Prepaid)						\$123.86
Consumption Charges	Tier 1	112.0	x	0.60		\$67.20
Proration Factor: 0.9333	Tier 2	37.3	x	1.19		\$44.39
	Tier 3	263.7	x	1.79		\$472.02

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$707.47
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$707.47

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$707.47 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1144.88 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

Bill Date	10/05/17
Current Charges	\$707.47
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$707.47

DOUBLE BRANCH CDD

Customer #:00201224

566-1 Oakleaf Village Parkway Reclaimed Irrigation

Route #:MC05521392

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6099 1 AB 0.400 16-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD

Bill Date: 10/05/2017

Customer #: 00191992

Service Address: 716-1 Wakemont Drive Reclaimed Irrigation

Route #: MC05520506

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

Base Charges (Prepaid)	10/05/17 to 11/03/17					\$0.00
Consumption Charges	Tier 1	0.0	x	0.00		\$0.00
Proration Factor: 0.0000	Tier 2	0.0	x	0.00		\$0.00
	Tier 3	0.0	x	0.00		\$0.00
	Tier 4	0.0	x	0.00		\$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges		0.0	x	0.00		\$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
--------------	------------	-----------	-------------	------------------	-----------------	---------------

58743861	2	10/03/17	28	10032	10033	1
Base Charges (Prepaid)						\$123.86
Consumption Charges	Tier 1	1.0	x	0.60		\$0.60
Proration Factor: 0.9333	Tier 2	0.0	x	1.19		\$0.00
	Tier 3	0.0	x	1.79		\$0.00

Other Charges

Administrative Fees (Prepaid)	\$0.00
Capacity Fees (Prepaid)	\$0.00
Deposit Interest Refund	\$0.00
Current Charges	\$124.46
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Late Charge (If Applicable)	\$0.00
TOTAL AMOUNT DUE	\$124.46

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$124.46 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$123.86 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

Bill Date	10/05/17
Current Charges	\$124.46
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$124.46

DOUBLE BRANCH CDD

Customer #:00191992

716-1 Wakemont Drive Reclaimed Irrigation

Route #:MC05520506

Route Group:27

ADDRESSEE:

MAIL PAYMENT TO:

6098 1 AB 0.400 16-16



DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649



CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



3176 Old Jennings Road, Middleburg, Florida 32068
 Please visit us on the web at www.clayutility.org
 Hours: Monday - Friday, 8am-5pm Phone: 904-272-5999

Customer Name: DOUBLE BRANCH CDD
 Service Address: 1591-1 Canopy Oaks Drive Reclaimed Irrigation

Bill Date: 10/05/2017

Customer #: 00206136
 Route #: MC05521521

Water

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
Base Charges (Prepaid)				10/05/17 to 11/03/17		\$0.00
Consumption Charges				Tier 1	0.0 x	0.00 \$0.00
Proration Factor: 0.0000				Tier 2	0.0 x	0.00 \$0.00
				Tier 3	0.0 x	0.00 \$0.00
				Tier 4	0.0 x	0.00 \$0.00

Sewer

Base Charges (Prepaid)						\$0.00
Consumption Charges				0.0	x	0.00 \$0.00

Reuse

Meter Number	Meter Size	Read Date	Days Billed	Previous Reading	Current Reading	Current Usage
70065889	1.5	10/03/17	28	17162	17484	322
Base Charges (Prepaid)						\$77.42
Consumption Charges				Tier 1	70.0 x	0.60 \$42.00
Proration Factor: 0.9333				Tier 2	23.3 x	1.19 \$27.73
				Tier 3	228.7 x	1.79 \$409.37

Other Charges

Administrative Fees (Prepaid)						\$0.00
Capacity Fees (Prepaid)						\$0.00
Deposit Interest Refund						\$0.00
Current Charges						\$556.52
Past Due Balance (DUE IMMEDIATELY)						\$0.00
Late Charge (If Applicable)						\$0.00
TOTAL AMOUNT DUE						\$556.52

Effective October 1, 2017, water and sewer base charges will increase by 1.7% and reuse consumption charges will increase by 5%.

To see our current rate schedule, visit us at www.clayutility.org/rates.

Be prepared and stay informed. Receive the latest alerts regarding emergencies or severe weather by registering at www.claycounty.com/departments/emergency-management.

Please pay \$556.52 by 10/26/2017 to avoid a \$3.00 late fee. Make checks payable to CLAY COUNTY UTILITY AUTHORITY.

Your last payment of \$1167.54 was posted to your account on 9/22/2017.

Please return this portion with payment

Bill Summary



Clay County Utility Authority
 3176 Old Jennings Road
 Middleburg, Florida 32068

DOUBLE BRANCH CDD

Customer #:00206136


1591-1 Canopy Oaks Drive Reclaimed Irrigation

Route #:MC05521521

Route Group:27

Bill Date	10/05/17
Current Charges	\$556.52
Current Charges Past Due After	10/26/17
Lend A Helping Hand (If Applicable)	\$0.00
Past Due Balance (DUE IMMEDIATELY)	\$0.00
Total Amount Due	\$556.52

ADDRESSEE:

6101 1 AB 0.400 16-16

 DOUBLE BRANCH CDD
 475 W TOWN PL STE 114
 ST AUGUSTINE, FL 32092-3649

MAIL PAYMENT TO:




 CLAY COUNTY UTILITY AUTHORITY
 3176 OLD JENNINGS ROAD
 MIDDLEBURG, FL 32068



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456

Statement Date: 09/27/2017

GROUP BILLING

Page 2



Web Address
 clayelectric.com

Customer Name DOUBLE BRANCH COMM DEV DIST	Primary Person No. 1121032
---	--------------------------------------

Sub ID	Account	Reading		Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
		From	To					
1121032-1	4995700	08/10/2017	09/08/2017	1,347.00	-1,347.00	.00	1,506.00	1,506.00
	4995718	08/10/2017	09/08/2017	389.00	-389.00	.00	458.00	458.00
	5217088	08/10/2017	09/08/2017	3,810.00	-3,810.00	.00	4,343.00	4,343.00
	5347943	08/10/2017	09/08/2017	143.00	-143.00	.00	161.00	161.00
	5379615	08/29/2017	09/27/2017	2,077.00	-2,077.00	.00	2,317.00	2,317.00
	5715289	08/10/2017	09/08/2017	116.00	-116.00	.00	130.00	130.00
	5774021	08/08/2017	09/06/2017	21.00	-21.00	.00	24.00	24.00
	6875140	08/08/2017	09/06/2017	53.00	-53.00	.00	56.00	56.00
	6912612	08/10/2017	09/08/2017	21.00	-21.00	.00	25.00	25.00
	6912620	08/10/2017	09/08/2017	21.00	-21.00	.00	23.00	23.00
	6912653	08/10/2017	09/08/2017	22.00	-22.00	.00	24.00	24.00
	6912661	08/10/2017	09/08/2017	30.00	-30.00	.00	34.00	34.00
	6912687	08/10/2017	09/08/2017	21.00	-21.00	.00	23.00	23.00
	6912695	08/10/2017	09/08/2017	22.00	-22.00	.00	24.00	24.00
	6912703	08/10/2017	09/08/2017	38.00	-38.00	.00	43.00	43.00
	6912729	08/10/2017	09/08/2017	22.00	-22.00	.00	25.00	25.00
	6912737	08/10/2017	09/08/2017	22.00	-22.00	.00	30.00	30.00
	6912752	08/10/2017	09/08/2017	23.00	-23.00	.00	25.00	25.00
	6912760	08/08/2017	09/06/2017	30.00	-30.00	.00	32.00	32.00
	6912778	08/08/2017	09/06/2017	22.00	-22.00	.00	24.00	24.00
	6912786	08/08/2017	09/06/2017	22.00	-22.00	.00	25.00	25.00
	6912810	08/08/2017	09/06/2017	31.00	-31.00	.00	35.00	35.00
	6912828	08/09/2017	09/07/2017	21.00	-21.00	.00	23.00	23.00
	6912836	08/09/2017	09/07/2017	23.00	-23.00	.00	25.00	25.00
	6912869	08/08/2017	09/06/2017	35.00	-35.00	.00	46.00	46.00
	6912877	08/08/2017	09/06/2017	23.00	-23.00	.00	25.00	25.00
	6912893	08/08/2017	09/06/2017	21.00	-21.00	.00	23.00	23.00
	6912901	08/08/2017	09/06/2017	21.00	-21.00	.00	23.00	23.00
	6912919	08/08/2017	09/06/2017	21.00	-21.00	.00	23.00	23.00
	6912927	08/08/2017	09/06/2017	21.00	-21.00	.00	23.00	23.00
	6912943	08/10/2017	09/08/2017	24.00	-24.00	.00	26.00	26.00
	6912950	08/09/2017	09/07/2017	21.00	-21.00	.00	23.00	23.00
	6912968	08/10/2017	09/08/2017	21.00	-21.00	.00	23.00	23.00
	6912976	08/10/2017	09/08/2017	22.00	-22.00	.00	24.00	24.00

* Credits only affect the account they are associated with.
 Credits in the Total Due column will be applied to that account's next billing.
 A late charge of \$5.00 or 5 percent of the delinquent amount (which ever is greater) will be added to your account, if payment is not received within 24 days of billing.
 When Paying In Person: Bring entire bill with you.
 When Paying By Mail: Return this portion with your payment.

2017 OCT 12 100
 [Handwritten signature]

Group Invoice 6755
Clay Electric Cooperative, Inc.
 P.O. Box 308
 Keystone Heights, Florida 32656-0308

8

Mailing Address Correction: _____
 911 Emergency Address: _____

Primary Person No. 1121032	I included an additional amount as a donation to Project Share to help those in need.
Phone Number (904) 406-2206	
Phone Correction	\$
Return this coupon with your payment	Payment Amount Write Primary Person No. on check and make payable to: Clay Electric Cooperative, Inc.

Previous Balance Due .00
 Current Charges Due 11,560.00
 Due Date 10/11/2017
 Total Amount Due 11,560.00

69111-28A
 DOUBLE BRANCH COMM DEV DIST
 475 W TOWN PL STE 114
 SAINT AUGUSTINE FL 32092-3649

0000093



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456

Statement Date: 09/27/2017

GROUP BILLING

Page 3



Web Address
 clayelectric.com

Customer Name	Primary Person No.
DOUBLE BRANCH COMM DEV DIST	1121032

Sub ID	Account	Reading		Previous Statement Balance	Payments & Credits	Balance Forward	Current Charges	Total Due
		From	To					
	7131527	08/10/2017	09/08/2017	22.00	-22.00	.00	24.00	24.00
	7332257	08/08/2017	09/06/2017	195.00	-195.00	.00	247.00	247.00
	7332265	08/29/2017	09/27/2017	207.00	-207.00	.00	231.00	231.00
	8684243	08/10/2017	09/08/2017	21.00	-21.00	.00	24.00	24.00
	8763369	08/10/2017	09/08/2017	1,121.00	-1,121.00	.00	1,340.00	1,340.00
							Subtotal	11,560.00



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456

Statement Date: 09/27/2017

GROUP BILLING DETAIL Page 4



Web Address
 clayelectric.com

Sub ID 1	Acct # 4995700	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	61859	62521	20	13240	30	499570	81671894	
		Previous Bill Amount						1,347.00	
		Invoice Payment						-1,347.00	
		Previous Balance						.00	
Dem Read	1.620	Energy						1,076.41	
Dem Use	32.400	Access Charge						20.00	
		Power Cost Adjustment X 13240 KWH						230.38	
		FLA Gross Receipts Tax						34.00	
		Florida State Sales Tax						94.57	
		Clay Co Public Ser Utility Tax						36.77	
		Clay County Sales Tax						13.61	
		Operation Round Up						0.26	
								<u>1,506.00</u>	
								CURRENT CHARGES	
								1,506.00	
								<u>TOTAL DUE</u>	
								1,506.00	

Sub ID 1	Acct # 4995718	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	4991	5088	40	3880	30	499571	17287884	
		Previous Bill Amount						389.00	
		Invoice Payment						-389.00	
		Previous Balance						.00	
Dem Read	0.130	Energy						315.44	
Dem Use	5.200	Access Charge						20.00	
		Power Cost Adjustment X 3880 KWH						67.51	
		FLA Gross Receipts Tax						10.32	
		Florida State Sales Tax						28.72	
		Clay Co Public Ser Utility Tax						11.34	
		Clay County Sales Tax						4.13	
		Operation Round Up						0.54	
								<u>458.00</u>	
								CURRENT CHARGES	
								458.00	
								<u>TOTAL DUE</u>	
								458.00	

Sub ID 1	Acct # 5217088	Name	DOUBLE BRANCH COMM DEV DIST		Loc 370 OAKLEAF VILLAGE PKWY				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GSD	09/08/2017	88244	88783	80	43120	30	499532	81671876	
		Previous Bill Amount						3,810.00	
		Invoice Payment						-3,810.00	
		Previous Balance						.00	
Dem Read	1.190	Energy						2,587.20	
Dem Use	95.200	Access Charge						80.00	
		Demand						414.12	
		Power Cost Adjustment X 43120 KWH						750.29	
		FLA Gross Receipts Tax						98.18	
		Florida State Sales Tax						273.12	
		Clay Co Public Ser Utility Tax						100.16	
		Clay County Sales Tax						39.30	
		Operation Round Up						0.63	
								<u>4,343.00</u>	
								CURRENT CHARGES	
								4,343.00	
								<u>TOTAL DUE</u>	
								4,343.00	



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Sub ID 1	Acct # 5347943	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3926 PLANTATION OAKS BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	50935	52160	1	1225	30	534794	11582907	
		Previous Bill Amount						143.00	
		Invoice Payment						-143.00	
		Previous Balance						.00	
Dem Read	6.400	Energy						99.59	
Dem Use	6.400	Access Charge						20.00	
		Power Cost Adjustment X 1225 KWH						21.32	
		FLA Gross Receipts Tax						3.61	
		Florida State Sales Tax						10.04	
		Clay Co Public Ser Utility Tax						4.13	
		Clay County Sales Tax						1.45	
		Operation Round Up						0.86	
								<u>161.00</u>	
								CURRENT CHARGES	
								161.00	
								<u>TOTAL DUE</u>	
								161.00	

Sub ID 1	Acct # 5379615	Name	DOUBLE BRANCH COMM DEV DIST		Loc EAST SIDE OF BRANNANFIELD				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
		Previous Bill Amount						2,077.00	
		Invoice Payment						-2,077.00	
		Previous Balance						.00	
Dem Read		Small Outdoor Light						1,390.75	
Dem Use		Pole						633.50	
		FLA Gross Receipts Tax						51.88	
		Florida State Sales Tax						100.26	
		Florida State Sales Tax (6%)						38.01	
		Clay Co Public Ser Utility Tax						80.97	
		Clay County Sales Tax						20.76	
		Operation Round Up						0.87	
								<u>2,317.00</u>	
								CURRENT CHARGES	
								2,317.00	
								<u>TOTAL DUE</u>	
								2,317.00	

Sub ID 1	Acct # 5715289	Name	DOUBLE BRANCH COMM DEV DIST		Loc 1591 CANOPY OAKS DR				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	36	36	1	0	30	571528	19820589	
		Previous Bill Amount						116.00	
		Invoice Payment						-116.00	
		Previous Balance						.00	
Dem Read		Access Charge						20.00	
Dem Use		Small Outdoor Light						92.72	
		FLA Gross Receipts Tax						2.89	
		Florida State Sales Tax						8.04	
		Clay Co Public Ser Utility Tax						4.51	
		Clay County Sales Tax						1.16	
		Operation Round Up						0.68	
								<u>130.00</u>	
								CURRENT CHARGES	
								130.00	
								<u>TOTAL DUE</u>	
								130.00	

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Sub ID 1	Acct # 5774021	Name	DOUBLE BRANCH COMM DEV DIST		Loc 2971 THORNCREST DR				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	09/06/2017	290	293	1	3	30	577402	40591048
			Previous Bill Amount						21.00
			Invoice Payment						-21.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.24
			Access Charge						20.00
			Power Cost Adjustment X 3 KWH						0.05
			FLA Gross Receipts Tax						0.52
			Florida State Sales Tax						1.45
			Clay Co Public Ser Utility Tax						0.81
			Clay County Sales Tax						0.21
			Operation Round Up						0.72
									<u>24.00</u>
									CURRENT CHARGES
									24.00
									<u>24.00</u>
									TOTAL DUE
									24.00

Sub ID 1	Acct # 6875140	Name	DOUBLE BRANCH COMM DEV DIST		Loc 373 OAKLEAF VILLAGE CTR 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	09/06/2017	1587	1875	1	288	30	687514	26220782
			Previous Bill Amount						53.00
			Invoice Payment						-53.00
Dem Read			Previous Balance						.00
Dem Use			Energy						23.41
			Access Charge						20.00
			Power Cost Adjustment X 288 KWH						5.01
			FLA Gross Receipts Tax						1.24
			Florida State Sales Tax						3.45
			Clay Co Public Ser Utility Tax						1.58
			Clay County Sales Tax						0.50
			Operation Round Up						0.81
									<u>56.00</u>
									CURRENT CHARGES
									56.00
									<u>56.00</u>
									TOTAL DUE
									56.00

Sub ID 1	Acct # 6912612	Name	DOUBLE BRANCH COMM DEV DIST		Loc 608 OAKLEAF VILLAGE PKWY # 1				
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter
	GS	09/08/2017	7	17	1	10	30	691261	11007694
			Previous Bill Amount						21.00
			Invoice Payment						-21.00
Dem Read			Previous Balance						.00
Dem Use			Energy						0.81
			Access Charge						20.00
			Power Cost Adjustment X 10 KWH						0.17
			FLA Gross Receipts Tax						0.53
			Florida State Sales Tax						1.49
			Clay Co Public Ser Utility Tax						0.83
			Clay County Sales Tax						0.22
			Operation Round Up						0.95
									<u>25.00</u>
									CURRENT CHARGES
									25.00
									<u>25.00</u>
									TOTAL DUE
									25.00

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Sub ID 1	Acct # 6912620	Name	DOUBLE BRANCH COMM DEV DIST				Loc 304 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter		
GS	09/08/2017	18457	18457	1	0	30	691262	26220995		
Dem Read		Previous Bill Amount						21.00		
Dem Use		Invoice Payment						-21.00		
		Previous Balance						.00		
		Access Charge						20.00		
		FLA Gross Receipts Tax						0.51		
		Florida State Sales Tax						1.43		
		Clay Co Public Ser Utility Tax						0.80		
		Clay County Sales Tax						0.21		
		Operation Round Up						0.05		
								<u>23.00</u>		
								CURRENT CHARGES 23.00		
								<u>TOTAL DUE 23.00</u>		

Sub ID 1	Acct # 6912653	Name	DOUBLE BRANCH COMM DEV DIST				Loc 603 OAKLEAF VILLAGE PKWY # 2			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter		
GS	09/08/2017	11369	11376	1	7	30	691265	50801500		
Dem Read		Previous Bill Amount						22.00		
Dem Use		Invoice Payment						-22.00		
		Previous Balance						.00		
		Energy						0.57		
		Access Charge						20.00		
		Power Cost Adjustment X 7 KWH						0.12		
		FLA Gross Receipts Tax						0.53		
		Florida State Sales Tax						1.47		
		Clay Co Public Ser Utility Tax						0.82		
		Clay County Sales Tax						0.21		
		Operation Round Up						0.28		
								<u>24.00</u>		
								CURRENT CHARGES 24.00		
								<u>TOTAL DUE 24.00</u>		

Sub ID 1	Acct # 6912661	Name	DOUBLE BRANCH COMM DEV DIST				Loc 602 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter		
GS	09/08/2017	17338	17434	1	96	30	691266	26220998		
Dem Read		Previous Bill Amount						30.00		
Dem Use		Invoice Payment						-30.00		
		Previous Balance						.00		
		Energy						7.80		
		Access Charge						20.00		
		Power Cost Adjustment X 96 KWH						1.67		
		FLA Gross Receipts Tax						0.76		
		Florida State Sales Tax						2.10		
		Clay Co Public Ser Utility Tax						1.06		
		Clay County Sales Tax						0.30		
		Operation Round Up						0.31		
								<u>34.00</u>		
								CURRENT CHARGES 34.00		
								<u>TOTAL DUE 34.00</u>		

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Sub ID 1	Acct # 6912687	Name	DOUBLE BRANCH COMM DEV DIST		Loc 537 OAKLEAF VILLAGE P PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	10102	10102	1	0	30	691268	26220997	
		Previous Bill Amount						21.00	
		Invoice Payment						-21.00	
Dem Read		Previous Balance						.00	
Dem Use		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
								<u>23.00</u>	
								CURRENT CHARGES 23.00	
								<u>TOTAL DUE 23.00</u>	

Sub ID 1	Acct # 6912695	Name	DOUBLE BRANCH COMM DEV DIST		Loc 529 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	15938	15944	1	6	30	691269	26220996	
		Previous Bill Amount						22.00	
		Invoice Payment						-22.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						0.49	
		Access Charge						20.00	
		Power Cost Adjustment X 6 KWH						0.10	
		FLA Gross Receipts Tax						0.52	
		Florida State Sales Tax						1.47	
		Clay Co Public Ser Utility Tax						0.82	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.39	
								<u>24.00</u>	
								CURRENT CHARGES 24.00	
								<u>TOTAL DUE 24.00</u>	

Sub ID 1	Acct # 6912703	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3925 PLANTATION OAKS BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	53392	53569	1	177	30	691270	25203257	
		Previous Bill Amount						38.00	
		Invoice Payment						-38.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						14.39	
		Access Charge						20.00	
		Power Cost Adjustment X 177 KWH						3.08	
		FLA Gross Receipts Tax						0.96	
		Florida State Sales Tax						2.67	
		Clay Co Public Ser Utility Tax						1.28	
		Clay County Sales Tax						0.38	
		Operation Round Up						0.24	
								<u>43.00</u>	
								CURRENT CHARGES 43.00	
								<u>TOTAL DUE 43.00</u>	



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Sub ID 1	Acct # 6912729	Name	DOUBLE BRANCH COMM DEV DIST				Loc 3860 PLANTATION OAKS BLVD # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter		
GS	09/08/2017	13607	13618	1	11	30	691272	24808397		
		Previous Bill Amount						22.00		
		Invoice Payment						-22.00		
		Previous Balance						.00		
Dem Read		Energy						0.89		
Dem Use		Access Charge						20.00		
		Power Cost Adjustment X 11 KWH						0.19		
		FLA Gross Receipts Tax						0.54		
		Florida State Sales Tax						1.50		
		Clay Co Public Ser Utility Tax						0.83		
		Clay County Sales Tax						0.22		
		Operation Round Up						0.83		
								<hr/>		
								CURRENT CHARGES 25.00		
								<hr/>		
								TOTAL DUE 25.00		

Sub ID 1	Acct # 6912737	Name	DOUBLE BRANCH COMM DEV DIST				Loc 3859 PLANTATION OAKS BLVD # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter		
GS	09/08/2017	16071	16126	1	55	30	691273	26220993		
		Previous Bill Amount						22.00		
		Invoice Payment						-22.00		
		Previous Balance						.00		
Dem Read		Energy						4.47		
Dem Use		Access Charge						20.00		
		Power Cost Adjustment X 55 KWH						0.96		
		FLA Gross Receipts Tax						0.66		
		Florida State Sales Tax						1.81		
		Clay Co Public Ser Utility Tax						0.95		
		Clay County Sales Tax						0.26		
		Operation Round Up						0.89		
								<hr/>		
								CURRENT CHARGES 30.00		
								<hr/>		
								TOTAL DUE 30.00		

Sub ID 1	Acct # 6912752	Name	DOUBLE BRANCH COMM DEV DIST				Loc 3805 PLANTATION OAKS BLVD # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter		
GS	09/08/2017	20358	20374	1	16	30	691275	24808306		
		Previous Bill Amount						23.00		
		Invoice Payment						-23.00		
		Previous Balance						.00		
Dem Read		Energy						1.30		
Dem Use		Access Charge						20.00		
		Power Cost Adjustment X 16 KWH						0.28		
		FLA Gross Receipts Tax						0.55		
		Florida State Sales Tax						1.54		
		Clay Co Public Ser Utility Tax						0.84		
		Clay County Sales Tax						0.22		
		Operation Round Up						0.27		
								<hr/>		
								CURRENT CHARGES 25.00		
								<hr/>		
								TOTAL DUE 25.00		

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Sub ID 1	Acct # 6912760	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3800 PLANTATION OAKS BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	38485	38559	1	74	30	691276	24808305	
		Previous Bill Amount						30.00	
		Invoice Payment						-30.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						6.02	
		Access Charge						20.00	
		Power Cost Adjustment X 74 KWH						1.29	
		FLA Gross Receipts Tax						0.70	
		Florida State Sales Tax						1.95	
		Clay Co Public Ser Utility Tax						1.00	
		Clay County Sales Tax						0.28	
		Operation Round Up						0.76	
								<u>32.00</u>	
								CURRENT CHARGES	
								32.00	
								<u>32.00</u>	
								TOTAL DUE	
								32.00	

Sub ID 1	Acct # 6912778	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3306 VILLAGE OAKS LN # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	8979	8984	1	5	30	691277	26251620	
		Previous Bill Amount						22.00	
		Invoice Payment						-22.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						0.41	
		Access Charge						20.00	
		Power Cost Adjustment X 5 KWH						0.09	
		FLA Gross Receipts Tax						0.52	
		Florida State Sales Tax						1.46	
		Clay Co Public Ser Utility Tax						0.81	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.50	
								<u>24.00</u>	
								CURRENT CHARGES	
								24.00	
								<u>24.00</u>	
								TOTAL DUE	
								24.00	

Sub ID 1	Acct # 6912786	Name	DOUBLE BRANCH COMM DEV DIST		Loc 465 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	16360	16372	1	12	30	691278	24808352	
		Previous Bill Amount						22.00	
		Invoice Payment						-22.00	
Dem Read		Previous Balance						.00	
Dem Use		Energy						0.98	
		Access Charge						20.00	
		Power Cost Adjustment X 12 KWH						0.21	
		FLA Gross Receipts Tax						0.54	
		Florida State Sales Tax						1.51	
		Clay Co Public Ser Utility Tax						0.83	
		Clay County Sales Tax						0.22	
		Operation Round Up						0.71	
								<u>25.00</u>	
								CURRENT CHARGES	
								25.00	
								<u>25.00</u>	
								TOTAL DUE	
								25.00	



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Sub ID 1	Acct # 6912810	Name	DOUBLE BRANCH COMM DEV DIST			Loc 3801 PLANTATION OAKS BLVD # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	21446	21545	1	99	30	691281	24808307	
Dem Read		Previous Bill Amount						31.00	
Dem Use		Invoice Payment						-31.00	
		Previous Balance						.00	
		Energy						8.05	
		Access Charge						20.00	
		Power Cost Adjustment X 99 KWH						1.72	
		FLA Gross Receipts Tax						0.76	
		Florida State Sales Tax						2.12	
		Clay Co Public Ser Utility Tax						1.07	
		Clay County Sales Tax						0.31	
		Operation Round Up						0.97	
					CURRENT CHARGES			35.00	
					TOTAL DUE			35.00	

Sub ID 1	Acct # 6912828	Name	DOUBLE BRANCH COMM DEV DIST			Loc 728 BELLSHIRE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/07/2017	8571	8571	1	0	30	691282	27670047	
Dem Read		Previous Bill Amount						21.00	
Dem Use		Invoice Payment						-21.00	
		Previous Balance						.00	
		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
					CURRENT CHARGES			23.00	
					TOTAL DUE			23.00	

Sub ID 1	Acct # 6912836	Name	DOUBLE BRANCH COMM DEV DIST			Loc 721 BELLSHIRE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/07/2017	9102	9119	1	17	30	691283	27670045	
Dem Read		Previous Bill Amount						23.00	
Dem Use		Invoice Payment						-23.00	
		Previous Balance						.00	
		Energy						1.38	
		Access Charge						20.00	
		Power Cost Adjustment X 17 KWH						0.30	
		FLA Gross Receipts Tax						0.55	
		Florida State Sales Tax						1.55	
		Clay Co Public Ser Utility Tax						0.85	
		Clay County Sales Tax						0.22	
		Operation Round Up						0.15	
					CURRENT CHARGES			25.00	
					TOTAL DUE			25.00	

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Sub ID 1	Acct # 6912869	Name	DOUBLE BRANCH COMM DEV DIST				Loc 715-1 WAKEMOUNT DR			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
	GS	09/06/2017	26438	26640	1	202	30	691286	26003425	
			Previous Bill Amount						35.00	
			Invoice Payment						-35.00	
Dem Read			Previous Balance						.00	
Dem Use			Energy						16.42	
			Access Charge						20.00	
			Power Cost Adjustment X 202 KWH						3.51	
			FLA Gross Receipts Tax						1.03	
			Florida State Sales Tax						2.85	
			Clay Co Public Ser Utility Tax						1.35	
			Clay County Sales Tax						0.41	
			Operation Round Up						0.43	
			CURRENT CHARGES						46.00	
			TOTAL DUE						46.00	

Sub ID 1	Acct # 6912877	Name	DOUBLE BRANCH COMM DEV DIST				Loc 3219 STONEBRIER RIDGE DR # 1			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
	GS	09/06/2017	17214	17232	1	18	30	691287	26251622	
			Previous Bill Amount						23.00	
			Invoice Payment						-23.00	
Dem Read			Previous Balance						.00	
Dem Use			Energy						1.46	
			Access Charge						20.00	
			Power Cost Adjustment X 18 KWH						0.31	
			FLA Gross Receipts Tax						0.55	
			Florida State Sales Tax						1.55	
			Clay Co Public Ser Utility Tax						0.85	
			Clay County Sales Tax						0.22	
			Operation Round Up						0.06	
			CURRENT CHARGES						25.00	
			TOTAL DUE						25.00	

Sub ID 1	Acct # 6912893	Name	DOUBLE BRANCH COMM DEV DIST				Loc 576-1 WAKEMOUNT DR			
	Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
	GS	09/06/2017	11830	11830	1	0	30	691289	26251619	
			Previous Bill Amount						21.00	
			Invoice Payment						-21.00	
Dem Read			Previous Balance						.00	
Dem Use			Access Charge						20.00	
			FLA Gross Receipts Tax						0.51	
			Florida State Sales Tax						1.43	
			Clay Co Public Ser Utility Tax						0.80	
			Clay County Sales Tax						0.21	
			Operation Round Up						0.05	
			CURRENT CHARGES						23.00	
			TOTAL DUE						23.00	

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Sub ID 1	Acct # 6912901	Name	DOUBLE BRANCH COMM DEV DIST			Loc 507 MILLSTONE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	10036	10036	1	0	30	691290	25007136	
Dem Read		Previous Bill Amount						21.00	
Dem Use		Invoice Payment						-21.00	
		Previous Balance						.00	
		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
		CURRENT CHARGES						23.00	
		TOTAL DUE						23.00	

Sub ID 1	Acct # 6912919	Name	DOUBLE BRANCH COMM DEV DIST			Loc 498 MILLSTONE DR # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	15105	15105	1	0	30	691291	26251621	
Dem Read		Previous Bill Amount						21.00	
Dem Use		Invoice Payment						-21.00	
		Previous Balance						.00	
		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
		CURRENT CHARGES						23.00	
		TOTAL DUE						23.00	

Sub ID 1	Acct # 6912927	Name	DOUBLE BRANCH COMM DEV DIST			Loc 3442-1 WORTHINGTON OAKS DR			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	9016	9016	1	0	30	691292	25007134	
Dem Read		Previous Bill Amount						21.00	
Dem Use		Invoice Payment						-21.00	
		Previous Balance						.00	
		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
		CURRENT CHARGES						23.00	
		TOTAL DUE						23.00	

Sub ID 1	Acct # 6912943	Name	DOUBLE BRANCH COMM DEV DIST			Loc 309 OAKLEAF VILLAGE PKWY # 1			
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	29872	29898	1	26	30	691294	24808308	
		Previous Bill Amount						24.00	
		Invoice Payment						-24.00	
		CURRENT CHARGES						26.00	
		TOTAL DUE						26.00	



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456

Statement Date: 09/27/2017

GROUP BILLING DETAIL Page 14



Web Address
 clayelectric.com

Sub ID 1	Acct # 6912943	Name	DOUBLE BRANCH COMM DEV DIST		Loc 309 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
Dem Read		Previous Balance						.00	
Dem Use		Energy						2.11	
		Access Charge						20.00	
		Power Cost Adjustment X 26 KWH						0.45	
		FLA Gross Receipts Tax						0.57	
		Florida State Sales Tax						1.61	
		Clay Co Public Ser Utility Tax						0.87	
		Clay County Sales Tax						0.23	
		Operation Round Up						0.16	
								<u>26.00</u>	
								CURRENT CHARGES 26.00	
								<u>TOTAL DUE 26.00</u>	

Sub ID 1	Acct # 6912950	Name	DOUBLE BRANCH COMM DEV DIST		Loc 373 OAKLEAF VILLAGE PKWY # 2				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/07/2017	19689	19689	1	0	30	691295	26251625	
Dem Read		Previous Bill Amount						21.00	
Dem Use		Invoice Payment						<u>-21.00</u>	
		Previous Balance						.00	
		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
								<u>23.00</u>	
								CURRENT CHARGES 23.00	
								<u>TOTAL DUE 23.00</u>	

Sub ID 1	Acct # 6912968	Name	DOUBLE BRANCH COMM DEV DIST		Loc 308 OAKLEAF VILLAGE PKWY # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	3158	3158	1	0	30	691296	43357093	
Dem Read		Previous Bill Amount						21.00	
Dem Use		Invoice Payment						<u>-21.00</u>	
		Previous Balance						.00	
		Access Charge						20.00	
		FLA Gross Receipts Tax						0.51	
		Florida State Sales Tax						1.43	
		Clay Co Public Ser Utility Tax						0.80	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.05	
								<u>23.00</u>	
								CURRENT CHARGES 23.00	
								<u>TOTAL DUE 23.00</u>	

Sub ID 1	Acct # 6912976	Name	DOUBLE BRANCH COMM DEV DIST		Loc 358 OAKLEAF VILLAGE PKWY # 2				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	15212	15219	1	7	30	691297	40591147	
		Previous Bill Amount						22.00	
		Invoice Payment						<u>-22.00</u>	
								CURRENT CHARGES 24.00	
								<u>TOTAL DUE 24.00</u>	



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456

Statement Date: 09/27/2017

GROUP BILLING DETAIL Page 15



Web Address
 clayelectric.com

Sub ID 1	Acct # 6912976	Name	DOUBLE BRANCH COMM DEV DIST		Loc 358 OAKLEAF VILLAGE PKWY # 2				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
Dem Read		Previous Balance						.00	
Dem Use		Energy						0.57	
		Access Charge						20.00	
		Power Cost Adjustment X 7 KWH						0.12	
		FLA Gross Receipts Tax						0.53	
		Florida State Sales Tax						1.47	
		Clay Co Public Ser Utility Tax						0.82	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.28	
CURRENT CHARGES								24.00	
TOTAL DUE								24.00	

Sub ID 1	Acct # 7131527	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3206 SILVER BLUFF BLVD # 1				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/08/2017	9302	9310	1	8	30	713152	28837107	
Dem Read		Previous Bill Amount						22.00	
Dem Use		Invoice Payment						-22.00	
		Previous Balance						.00	
		Energy						0.65	
		Access Charge						20.00	
		Power Cost Adjustment X 8 KWH						0.14	
		FLA Gross Receipts Tax						0.53	
		Florida State Sales Tax						1.48	
		Clay Co Public Ser Utility Tax						0.82	
		Clay County Sales Tax						0.21	
		Operation Round Up						0.17	
CURRENT CHARGES								24.00	
TOTAL DUE								24.00	

Sub ID 1	Acct # 7332257	Name	DOUBLE BRANCH COMM DEV DIST		Loc 3168 STONEBRIER RIDGE DR NEXTT				
Sch	Read Dt	Prev	Curr	Mult	Usage	Days	Location	Meter	
GS	09/06/2017	60877	62869	1	1992	30	489354	07557514	
Dem Read	33.560	Previous Bill Amount						195.00	
Dem Use	33.560	Invoice Payment						-195.00	
		Previous Balance						.00	
		Energy						161.95	
		Access Charge						20.00	
		Power Cost Adjustment X 1992 KWH						34.66	
		FLA Gross Receipts Tax						5.56	
		Florida State Sales Tax						15.44	
		Clay Co Public Ser Utility Tax						6.21	
		Clay County Sales Tax						2.22	
		Operation Round Up						0.96	
CURRENT CHARGES								247.00	
TOTAL DUE								247.00	



Clay Electric Cooperative, Inc.
 Orange Park District
 734 Blanding Blvd
 Orange Park FL 32065-5798
 904-272-2456

Statement Date: 09/27/2017

GROUP BILLING DETAIL Page 16



Web Address
 clayelectric.com

Sub ID 1 Acct # 7332265 Name DOUBLE BRANCH COMM DEV DIST Loc OAKLEAF VILLAGE CENTER
 Sch Read Dt Prev Curr Mult Usage Days Location Meter

Dem Read	Previous Bill Amount	207.00
Dem Use	Invoice Payment	-207.00
	Previous Balance	.00
	Small Outdoor Light	200.89
	FLA Gross Receipts Tax	5.15
	Florida State Sales Tax	14.32
	Clay Co Public Ser Utility Tax	8.04
	Clay County Sales Tax	2.06
	Operation Round Up	0.54
	CURRENT CHARGES	231.00
	TOTAL DUE	231.00

Sub ID 1 Acct # 8684243 Name DOUBLE BRANCH COMM DEV DIST Loc 571 OAKLEAF VILLAGE PKWY
 Sch Read Dt Prev Curr Mult Usage Days Location Meter
 GS 09/08/2017 257 263 1 6 30 868424 40935673

Dem Read	Previous Bill Amount	21.00
Dem Use	Invoice Payment	-21.00
	Previous Balance	.00
	Energy	0.49
	Access Charge	20.00
	Power Cost Adjustment X 6 KWH	0.10
	FLA Gross Receipts Tax	0.52
	Florida State Sales Tax	1.47
	Clay Co Public Ser Utility Tax	0.82
	Clay County Sales Tax	0.21
	Operation Round Up	0.39
	CURRENT CHARGES	24.00
	TOTAL DUE	24.00

Sub ID 1 Acct # 8763369 Name DOUBLE BRANCH COMM DEV DIST Loc 382 OAKLEAF VILLAGE PKWY
 Sch Read Dt Prev Curr Mult Usage Days Location Meter
 GS 09/08/2017 42063 53819 1 11756 30 8763369 13794545

Dem Read	Previous Bill Amount	1,121.00
Dem Use	Invoice Payment	-1,121.00
	Previous Balance	.00
	Energy	955.76
	Access Charge	20.00
	Power Cost Adjustment X 11756 KWH	204.55
	FLA Gross Receipts Tax	30.25
	Florida State Sales Tax	84.13
	Clay Co Public Ser Utility Tax	32.73
	Clay County Sales Tax	12.11
	Operation Round Up	0.47
	CURRENT CHARGES	1,340.00
	TOTAL DUE	1,340.00

Sub-Group # 1 Current Charges 11,560.00

RECEIVED
 OCT 11 2017
 BY:

To ensure proper credit, please
 reference this invoice number
 on your remittance advice.

PLEASE REMIT PAYMENT TO:
 Allied Universal Security Services
 P.O. Box 828854
 Philadelphia, PA 19182-8854

DOUBLE BRANCH COMMUNITY DEVELOPMENT
 370 OAKLEAF VILLAGE PKWY
 ORANGE PARK FL 32065-4259

Total Amount Due:
\$ 4,235.79
 Terms:
Due Upon Receipt

Service Location: **AB364297** Customer: **AB364297** Billing Period: **09/01/2017 - 09/30/2017**

DOUBLE BRANCH
 370 OAKLEAF VILLAGE PKWY
 Orange Park, FL 32065-4259

Description	Quantity	UOM	Price	Amount
Guard Services	1.00	EA	4,235.79	4,235.79
Total Hours				0.00
Subtotal				4,235.79

APPROVED
Code to:
Double Branch Security
2-320-572-345

506

Any questions? Please contact a Customer Connection
 Representative at (866) 703-7666

Subtotal	\$ 4,235.79
Sales Tax	\$ 0.00
Total Amount Due	\$ 4,235.79

Crystal Clean Pool Service, Inc
9020-1 Berry Ave.
Jacksonville, Florida 32211
904-855-8884
crystalcleanpools@comcast.net

Invoice

BILL TO

Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065



INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
M16659	10/12/2017	\$2,083.73	11/11/2017	Net 30	

P.O. NUMBER

October - Double Branch

ACTIVITY	QTY	RATE	AMOUNT
Monthly Service Monthly Pool Service Double Branch	1	2,083.73	2,083.73

BALANCE DUE

\$2,083.73

Code to:
02-320-572-4630
Double Branch Pool Maintenance

329

From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: DBCDD refund of deposit request
Date: **October 11, 2017** at 8:20 PM
To: **Brian Sanchez** BSANCHEZ@gmsnf.com



Good evening Brian,

Please make the following refund at your earliest opportunity:

- LOCATION – OVCR (Oakleaf Village Club Room)
- DATE OF VENUE – October 8, 2017 (SUNDAY) 5:30 p.m. - 9:30 p.m.
- RESIDENT – **MARIE EDMOND**
- ADDRESS – **3840 WESTRIDGE DRIVE, Orange Park, FL 32065**
- AMOUNT OF REFUND - **\$100.00**
 - DEPOSIT REFUND
- DEPOSIT was via CASH CR# 059313
 - CR#: 059313
 - DATED: 9/15/17
 - AMOUNT: \$100.00
 - DEPOSITED: 9/15/17



2-300-369-103
552

Let me know if you have any questions or require any additional information.

Thank you.

--

I will be out of the office WEDNESDAY, October 11, 2017 and THURSDAY, October 12, 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will respond at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services
wmcreynolds@gmsnf.com

www.OakLeafResidents.com

Clay County Sheriff's Office

P.O. Box 548
Green Cove Springs, FL 32043

INVOICE

INVOICE DATE: OCTOBER 16, 2017
WEEK OF: 10/6-12/17

TO:
Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/6/17	BEN ZIRBEL	1700-2300	6	26.00	156.00
10/6/17	BEN WASE	1700-2300	6	26.00	156.00
10/7/17	WAYNE SIMANDL	1700-2300	6	26.00	156.00
10/8/17	WES SMITH	1700-2300	6	26.00	156.00
10/9/17	STEVEN HILLS	1700-2200	6	26.00	156.00
10/10/17	STEVEN HILLS	1700-2300	6	26.00	156.00
10/12/17	WES SMITH	1700-2300	6	26.00	156.00

DEPUTY SIGNATURE: _____ TOTAL \$1092.00/2
\$546.00

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!

I N V O I C E

PAULA'S PEST CONTROL
1548 Glendale St,
Jacksonville, Fla 32205
(904) 389-3419



INVOICE: 40905 QT
DATE: 10/11/17 12:30p
ACCOUNT: 1031 Westside
ROUTE: 0
LAST: 7/12/17 Paula
Paula Douglas

BILL TO
DoubleBranch CDD
c/o GMS, LLC
370 Oakleaf Village Pkwy
Orange Park, FL 32065

SERVICE TO
Oakleaf Plantation
370 Oakleaf Village Parkway
Orange Park, FL 32065
759-8574 406-2206

DESCRIPTION	QTY	PRICE	AMOUNT
General Pest Control PEST		155.00	155.00
		SUBTOTAL	155.00
		PREVIOUS BALANCE	0.00
		TOTAL DUE	155.00

Code to:
Double Branch Facility Maintenance -
Preventative
2-320-572-4661

324

Products

- ___ Advion RG ___ EC ___ Suspend Polyzone
- ___ Demand CS ___ Niban GB ___ Suspend SC
- ___ Demon Max ___ Precor 2000 Fast Cap

Other: _____

Comments: _____

EFFECTIVE June 1, 2013
MAKE Checks Payable to:

Paula's Pest Control Inc.
1548 Glendale St.
Jacksonville, Fl.32205

Note: All returned Checks will be assessed a \$50.00 FEE

THANK YOU FOR YOUR BUSINESS!
HAVE A WONDERFUL DAY!



Remit To: Clay County Sheriff's Office
 PO Box 548/901 N. Orange Ave
 Green Cove Springs, FL 32043
 (904) 284-7575

Invoice Number: SSI07654
 Invoice Date: 10/19/2017

Page: 1

Attn: Fiscal - Accounts Receivable

Bill To: OAKLEAF PLANTATION CDD
 MVCDD & DBCDD
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

Ship To: OAKLEAF PLANTATION CDD
 MVCDD & DBCDD
 370 OAKLEAF VILLAGE PARKWAY
 ORANGE PARK, FL 32065

OCT 23 2017

Due Date 11/3/2017
 Terms Net 15 Days

Customer ID C0000168
 P.O. Number
 P.O. Date 10/19/2017
 Our Order No
 SalesPerson

Item/Description	Unit	Order Qty	Quantity	Unit Price	Total Price
Fees-2nd Employment Admin Fee SEPTEMBER 2017		185	185	3.00	555.00/2 = \$277.50
Fees-2nd Employment Scheduling		15	15	25.00	375.00/2 = \$187.50

2.32.572.34510
 285

Amount Subject to Sales Tax US0
 Amount Exempt from Sales Tax 930.00

Subtotal: 930.00
 Invoice Discount: 0.00
 Tax: 0.00

Total USD: 930.00/2
 = \$465.00

OAKLEAF PLANTATION CDD	9/1/2017	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	9/1/2017	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/2/2017	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	9/2/2017	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/3/2017	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/4/2017	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	9/5/2017	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	9/6/2017	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	9/7/2017	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/13/2017	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/14/2017	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/15/2017	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	9/15/2017	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	9/16/2017	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	9/16/2017	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/17/2017	6839	SMITH, BRYAN	5.00
OAKLEAF PLANTATION CDD	9/18/2017	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/19/2017	6905	WASE, BEN	6.00
OAKLEAF PLANTATION CDD	9/20/2017	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	9/21/2017	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/22/2017	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/23/2017	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/24/2017	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	9/25/2017	25117	HILLS, STEVEN L.	6.00
OAKLEAF PLANTATION CDD	9/26/2017	7223	SOLIS, EVA	6.00
OAKLEAF PLANTATION CDD	9/27/2017	6839	SMITH, BRYAN	6.00
OAKLEAF PLANTATION CDD	9/28/2017	6028	WILLIAMS, MATTHEW L	6.00
OAKLEAF PLANTATION CDD	9/29/2017	7695	VOLLER, DAVID	6.00
OAKLEAF PLANTATION CDD	9/29/2017	6273	COOPER, JENNIFER	6.00
OAKLEAF PLANTATION CDD	9/30/2017	6799	SIMANDL, WAYNE A.	6.00
OAKLEAF PLANTATION CDD	9/30/2017	6273	COOPER, JENNIFER	6.00
			TOTAL	185.00

From: **Oakleaf Venues** venuerentals@oakleafresidents.com
Subject: Re: DBCDD refund of cancellation request
Date: October 20, 2017 at 1:47 PM
To: Brian Sanchez BSANCHEZ@gmsnf.com

RECEIVED
OCT 23 2017



Good afternoon Brian,

Please resubmit check at your earliest opportunity to address: 698 Reese Ave Orange Park FL 32065

Thank you.

On Sat, Sep 16, 2017 at 11:05 PM, Oakleaf Venues <venuerentals@oakleafresidents.com> wrote:

Good evening Brian,

Please make the following refund at your earliest opportunity:

- o LOCATION – OVCR(Oakleaf Village Clubroom) 10:00 a.m. - 2:00 p.m.
- o DATE OF EVENT - Saturday, October 7, 2017
- o RESIDENT – FABIOLA TROCHE
- o ADDRESS – 3009 TOWER OAKS DRIVE, Orange Park, FL 32065
- o AMOUNT OF REFUND - \$250.00
 - CANCELLED VENUE via email dated 9/5/17 at 4:14 p.m. requesting cancellation in writing - qualifies for FULL REFUND.
 - DEPOSIT CHECK - check was deposited due to receiving a denial record #5790026 when attempt was made to process through check reader
- o RENTAL FEE was via CHECK #328 and DEPOSIT FEE was via CHECK #327, both drawn on JPMorgan Chase
 - DATED: 8/8/2017
 - AMOUNT: \$100.00 for DEPOSIT
 - AMOUNT: \$150.00 for RENTAL
 - DEPOSITED: 8/18/17
 - TOTAL \$250.00

2,300.223.1
545

Let me know if you have any questions or require any additional information.

Thank you.

I will be out of the office MONDAY, September 18, 2017 and TUESDAY, September 19 2017, therefore, if you require immediate attention please email me or leave a message at [904-770-4661](tel:904-770-4661) with your name, contact number and email address. I will respond at my earliest opportunity.

Wanda McReynolds – Venue Coordinator, OakLeaf Plantation

venuerentals@oakleafresidents.com
(904) 770-4661 voice email
(904) 375-9285 ext. 3
www.oakleafresidents.com

Governmental Management Services
wmcreeynolds@gmsnf.com

www.OakLeafResidents.com

Stop Payment/VOID
Chk# 5120
10/5/2017
\$250.00

Governmental Management Services, LLC
 1001 Bradford Way
 Kingston, TN 37763

Invoice

Invoice #: 1933
 Invoice Date: 10/18/17
 Due Date: 10/18/17
 Case:
 P.O. Number:

Bill To:
 Double Branch ODD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

OCT 19 2017

Description	Hours/Qty	Rate	Amount
Facility Event Staff - Through October 12, 2017	44.18	25.00	1,104.50
<i>Amenities Revenue</i>			
<i>2,369.103</i>			
<i>35</i>			

Total	\$1,104.50
Payments/Credits	\$0.00
Balance Due	\$1,104.50

RAW
10-19-17

Governmental Management Services, LLC
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
44.18	Facility Event Staff	\$ 25.00	\$ 1,104.50

Covers Period End: October 12, 2017

Amenities Revenue # 2-369-103

Governmental Management Services, LLC
 1001 Bradford Way
 Kingston, TN 37763

Invoice

Invoice #: 1932
 Invoice Date: 10/5/17
 Due Date: 10/5/17
 Case:
 P.O. Number:

Bill To:
 Double Branch CDD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

OCT 19 2017

Description	Hours/Qty	Rate	Amount
Facility Event Staff - Through 9/28/2017	55.3	25.00	1,382.50
<i>Amenities Revenue</i> <i>2,369,103</i> <i>35</i>			
Total			\$1,382.50
Payments/Credits			\$0.00
Balance Due			\$1,382.50

RNW
10-6-17

Governmental Management Services, LLC
9655 Florida Mining Blvd., Building 300, Suite 305, Jacksonville, Florida 32257

DOUBLE BRANCH CDD

Facility Event Staff Service Hours

<u>Quantity</u>	<u>Description</u>	<u>Rate</u>	<u>Amount</u>
55.30	Facility Event Staff	\$ 25.00	\$ 1,382.50

Covers Period End: September 28, 2017

Amenities Revenue # 2-369-103

Governmental Management Services, LLC
 1001 Bradford Way
 Kingston, TN 37763

Invoice

Invoice #: 1934
 Invoice Date: 10/18/17
 Due Date: 10/18/17
 Case:
 P.O. Number:

Bill To:
 Double Branch CDD
 475 West Town Place
 Suite 114
 St. Augustine, FL 32092

OCT 19 2017

Description	Hours/Qty	Rate	Amount
Facility Maintenance September 1 - September 30, 2017		7,594.88	7,594.88
Maintenance Supplies		414.70	414.70
Facility Maint. - General 2,572,4660		\$ 2,295. ⁰⁰	
Facility Maint. - Conting. 2,572,4662		\$ 2480. ⁰⁰	
Facility Maint. - Gen. (Fitness) 330,572,471		\$ 677. ⁰⁰	
Light Repairs 2,320,572,4663		\$ 710. ⁵⁸	
Common Area Maint. 2,572,4640		\$ 1847. ⁰⁰	
35			

Total	\$8,009.58
Payments/Credits	\$0.00
Balance Due	\$8,009.58

RMW
 10-19-17

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
MAINTENANCE BILLABLE HOURS
FOR THE MONTH OF SEPTEMBER 2017

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/1/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/1/17	2	T.C.	Removed duck feces from bridge & pool decks
9/1/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, plus supplies from Home Depot
9/4/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/5/17	4	E.T.	Began preparation for hurricane, stacked pool deck furniture
9/5/17	4	B.M.	Began preparation for hurricane, stacked pool deck furniture
9/5/17	5	T.C.	Removed duck feces from bridge & pool decks, began preparation for hurricane
9/5/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/8/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/8/17	6	B.M.	Continued preparation for hurricane, replaced bulbs in fitness center and pool deck restrooms
9/8/17	5	T.C.	Removed duck feces from bridge & pool decks, continued preparation for hurricane
9/7/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/7/17	3	E.T.	Inspected community preparing for hurricane
9/7/17	4	B.M.	Continued preparation for hurricane, removed tree limbs from Amenity Center
9/7/17	5	T.C.	Removed duck feces from bridge & pool decks, removed debris from storm drains
9/7/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/8/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/8/17	4	B.M.	Secured equipment and furniture for hurricane
9/8/17	5	T.C.	Removed duck feces from bridge & pool decks, removed debris from storm drains
9/11/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/11/17	2	C.H.	Inspected property for hurricane damage
9/12/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/12/17	4	B.M.	Removed debris from hurricane
9/12/17	4	G.S.	Removed debris from hurricane
9/13/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/13/17	2	T.C.	Removed duck feces from bridge & pool decks
9/13/17	4	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/14/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/14/17	3	E.T.	Removed debris from hurricane
9/14/17	4	B.M.	Reinstalled pickle ball netting, removed debris from courts and hurricane
9/14/17	4	T.C.	Removed duck feces from bridge & pool decks, removed debris from hurricane
9/14/17	4	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/15/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/15/17	4	T.C.	Removed duck feces from bridge & pool decks, removed debris from hurricane
9/18/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/18/17	5	B.M.	Removed debris from hurricane, began reinstalling windscreens and fan blades
7/6/02	8	T.C.	Removed debris from hurricane, began reinstalling windscreens and fan blades, removed duck feces bridge & pool decks
9/18/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/19/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/19/17	3	E.T.	Replaced pump on fountain at Amenity Center, repaired ceiling fans, replaced fan blades
9/19/17	4	B.M.	Removed debris from hurricane, continued reinstalling fan blades and repairing fans
9/19/17	6	T.C.	Removed duck feces from bridge & pool decks, removed debris from hurricane, repaired fans
9/20/17	5	B.M.	Continued repairs to fans, reinstalled fan blades and windscreens
9/20/17	6	T.C.	Removed duck feces from bridge & pool decks, removed debris from hurricane, repaired fans
9/20/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/20/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/21/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/21/17	3	E.T.	Repaired downed sign at community entrance, repaired split rail fencing as needed
9/21/17	8	B.M.	Reinstalled downed entry sign, repaired split rail fencing as needed, repaired vinyl fencing
9/21/17	4	T.C.	Removed duck feces from bridge & pool decks, repaired Oakleaf subdivision sign
9/22/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/22/17	4	B.M.	Repaired fencing in gray area, removed debris from Loop Rd.
9/22/17	4	T.C.	Removed duck feces from bridge & pool decks, inspected lighting in men's restroom, replaced bulb
9/22/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/25/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/25/17	2	T.C.	Removed duck feces from bridge & pool decks
9/25/17	6	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants
9/26/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/26/17	3	E.T.	Repaired fencing around community end roadways

DOUBLE BRANCH COMMUNITY DEVELOPMENT DISTRICT
 MAINTENANCE BILLABLE HOURS
 FOR THE MONTH OF SEPTEMBER 2017

<u>Date</u>	<u>Hours</u>	<u>Employee</u>	<u>Description</u>
9/26/17	2	B.M.	Removed graffiti on stop sign, removed debris from bushes
9/26/17	4	T.C.	Removed duck feces from bridge & pool decks, hung racks in fitness center
9/27/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/27/17	2	T.C.	Removed duck feces from bridge & pool decks
9/27/17	5	G.S.	Inspect common areas, fencing, signage, trash removal, park inspections, fields, lighting, & repairs as needed, trimmed tree limbs, treated for ants, p/u supplies from Home Depot
9/28/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/28/17	2	T.C.	Removed debris from hurricane
9/29/17	1	E.T.	Inspected pool equipment, pumps, motors, valves & chemical levels as needed
9/29/17	2	T.C.	Removed duck feces from bridge and pool decks
9/29/17	6	G.S.	Removed debris from common areas

TOTAL 232

MILES 384

*Mileage is reimbursable per section 112.061 Florida Statutes Mileage Rate 2009-0.445

MAINTENANCE BILLABLE PURCHASES

Period Ending 10/5/17

<u>DISTRICT</u>	<u>DATE</u>	<u>SUPPLIES</u>	<u>PRICE</u>	<u>EMPLOYEE</u>
DB				
DOUBLE BRANCH				
	9/6/17	4' LED bulbs (4)	68.26	B.M.
	9/6/17	Bleach (2)	6.88	B.M.
	9/6/17	Lysol all purpose cleaner (3)	27.50	B.M.
	9/6/17	Ant killer (2)	16.03	B.M.
	9/6/17	4-Pin Light bulbs	16.03	B.M.
	9/12/17	Cotton work gloves	8.61	J.S.
	9/12/17	Rubber grip work gloves	3.15	J.S.
	9/15/17	Nifty nabber	22.97	B.M.
	9/15/17	Terry towels	17.22	B.M.
	9/19/17	Fountain pump	57.48	B.M.
	9/19/17	Light control sensor	14.92	B.M.
	9/19/17	Silicone	4.47	B.M.
	9/19/17	Zip ties	25.96	B.M.
	9/20/17	Bleach	3.44	B.M.
	9/20/17	Magic erasers	10.28	B.M.
	9/20/17	Lysol all purpose cleaners (2)	18.33	B.M.
	9/21/17	Black caulk (2)	10.30	B.M.
	9/21/17	Anchoring cement	19.52	B.M.
	9/21/17	White lattice fencing	13.77	B.M.
	9/22/17	4x4-8' Boards	9.40	B.M.
	9/22/17	Post hole diggers	40.22	B.M.
		TOTAL	<u>\$414.70</u>	

Clay County Sheriff's Office

P.O. Box 548
Green Cove Springs, FL 32043

INVOICE

PAID
OCT 23 2017
BY

INVOICE DATE: OCTOBER 23, 2017
WEEK OF: 10/13-19/17

TO:
Double Branch CDD & Middle Village CDD
370 Oakleaf Village Parkway
Orange Park, FL 32065

FOR:
Oakleaf Amenities Manager
and
Brian Sanchez

DATE WORKED	DESCRIPTION	TIME IN/OUT	HOURS	RATE	AMOUNT
10/13/17	STEVEN HILLS	1700-2300	6	26.00	156.00
10/13/17	BEN WASE	1700-2300	6	26.00	156.00
10/14/17	JENNIFER COOPER	1700-2300	6	26.00	156.00
10/14/17	WES SMITH	1800-2230	4.5	26.00	117.00
10/15/17	MATT WILLIAMS	1700-2200	6	26.00	156.00
10/16/17	BEN ZIRBEL	1700-2300	6	26.00	156.00
10/17/17	MATT WILLIAMS	1700-2300	6	26.00	156.00
10/18/17	VACANT				
10/19/17	DAVID VOLLER	1700-2300	6	26.00	156.00

DEPUTY SIGNATURE:	TOTAL	\$1209.00/2
		\$604.50

Make all checks payable to Deputy name and mail to the Sheriff's Office C/O Brittany Gillard.

THANK YOU FOR YOUR BUSINESS!

SIXTH ORDER OF BUSINESS

D.

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285 x7; manager@oakleafresidents.com

Memorandum

Date: November 2017
To: Board of Supervisors
From: GMS – OakLeaf Operations Manager

Community:

Special Events

- Food Trucks @ DB – 2x monthly
- Spooktacular – report
- Upcoming – Turkey Trot, Cocoa w/Clause

Aquatics

- Pools closed for season – MV Lap pool now heated, schedule for operations and when covers will be utilized will be posted and emailed. DB Lap pool open – winter closing would only take place if pools drop into the 60s for at least a week.

AMENITY USAGE

- *Total Facilities usage – 6417*
- *Average daily usage – 207*

Card Counts:

DB Owners	25
DB Renters	29
DB Replacements	7
DB Updated	8

Total cards printed: 150 (both districts)

Rentals

- 17 of 31 days rented in October, 5 of 5 weekends had rentals
- 17 clubroom rentals, 0 patio rentals
- 18 tours (approx. 16 hours) / 53 staff hours used for scheduling, administrative, etc..

Double Branch Community Development District (CDD)

370 OakLeaf Village Parkway, Orange Park, FL 32065

904-375-9285 x7; manager@oakleafresidents.com

Memorandum

Operations:

Open Item

- Pillar repair at DB entry on Oakleaf Village Pkwy

MAINTENANCE

- Clean clear tree limbs at basketball court entry
- Inspect lights at tennis court walkway
- Retrofit light cans at pool deck (LED up lighting)
- AC repair at Fitness Center
- Remove, clean, rewire, and replace Slide motor
- Preventative maintenance performed on Fitness Equipment
- Inspection/repair recommendations for Leg Curl at Fitness Center
- Replace elliptical monitor at Fitness Center
- Replace damaged hinges on dumpster gates
- Replace damaged hinges on pool pack gates
- Change out locks at field house, concessions, pool house
- Cleaned/Cleared storage area at Pool house in preparation for winter and pool closure
- Clean equipment pack lids at pool house/ pump area
- Re-patch sinkhole on multi-use filed track
- Adjust timer throughout property for light change
- Flush valve repair at Amenity men's bathroom
- Replace multiple 4pin lights at Fitness Center (LED retrofits)
- Dispose of multiple small electronics equipment (hazardous waste refuse)
- *Lake inspections, all lakes inspected monthly – reports kept on file in Ops. Manager office.*
- *Continual Park inspections and cleaning - twice monthly – reports kept on file in Ops. Manager office.*
- *Light Inspections completed – Worthington Oaks, Hearthstone, Highland Mill, Piedmont, Stonebrier, Waverly, Litchfield, and Timberfield completed 10/11. Nature's Hammock, Fall Creek, The Oaks, Cannon's Point, Pebble Creek, Silver Leaf, Oakbrook, and The Cottages completed 10/28.*

Landscaping

- Mainline repair at Silverbluff /Oakleaf plantation repair – damaged from ROW utility work
- Plantings/sod replacements completed
- Flower rotation completed
- *Monthly property reports and irrigation inspections kept on file in Ops. Manager office.*

For questions, comments, or clarification, please contact:

- Jay Soriano, Oakleaf Operations Manager 904-342-1441

jsoriano@gmsnf.com

